

**Pick-Staiger Concert Hall**

Since the opening of the Ryan Center for the Musical Arts (RCMA), students and faculty enjoy a greater number and higher quality of performance spaces than at any time during the school's history. The policy guidelines in this manual have been designed to educate students on the proper use and care of the equipment and instruments in Bienen venues.

**I. Access**

NO **Key Ring** or **Access Card** needs to be checked out from the **Concert Management Office (CMO)** for class activities in **PICK-Staiger Concert Hall**. However, a **Key Ring** is needed if the **Mullion** needs to be removed from the southeast doors for large equipment to move in and out of the building.

**II. Lights****REHEARSAL ROOM**

- Lighting panels are located next to the **Southeast** and **Southwest Doors**.
- Press the top button on all four **Switches** to fully illuminate the room and the bottom button on all four **Switches** to turn the lights off. A light near the **Southwest Door** always remains on for security.
- Adjustments to the room's lighting can be made using the middle buttons on the **Switches**.

**CONCERT HALL**

1. Backstage lights are controlled using four flip **Switches** across from the **Risers Storage Area**.
2. Stage lights are controlled using the white box located above the **Stage Manager Desk**—located **Backstage Left**—labeled **House & Stage Lights**.
3. Press the **Stage Only** button to turn on only the **Stage Lights**, or press the **Stage & House** button to turn on both the **Stage** and **House Lights**. The indicator light will illuminate **RED** to indicate the lights are ON.
4. **DO NOT HOLD DOWN any button on the lighting panel because you will OVERWRITE the preset for that button.**
5. After class activities, press any illuminated button at the lighting panel once to turn off the lights.

**III. Keyboard Instruments**

There are seven (7) **Keyboard Instruments** in PICK:

1. The "**130**": Steinway Model D 9 ft. concert grand piano, with satin (matte) finish, stored **Backstage Right**
2. The "**Hamburg**": Steinway Model D 9 ft. concert grand

piano, with glossy (poly) finish, stored **Backstage Right**

3. The "**Oldberg**": Steinway Model D 9 ft. concert grand piano, stored in **Rehearsal Room**
4. The "**Orchestra**": Steinway Model D 9 ft. concert grand piano, stored in **Rehearsal Room**
5. The "**Herz**": Single-manual harpsichord, stored in **Rehearsal Room**
6. The "**Schiedmayer**": 5-octave celesta, refurbished in 2017, stored **Backstage Right**
7. The "**Cromwell**": 4-octave celesta, rehearsal-only instrument, stored in **Rehearsal Room**

**INSTRUMENT USE & CARE**

- Taking care of **Keyboard Instruments** is a shared priority. **Be very careful with these instruments.**
- Before moving any **Keyboard Instrument** be sure the path for its movement is clear.
- For stage instruments, the downstage **Stage Right Door** has a latching mechanism that must be disengaged before the door can be opened.
- Moving a **Keyboard Instrument** requires a minimum of two (2) people.
- Only move a **Keyboard Instrument** very slowly with its **COVER ON** to avoid damage. Time constraints are **not** a valid reason to move any **Keyboard Instrument** without its cover. This applies to both rehearsals **and** concerts.
- Once instrument is in place, lock **Piano Wheels** before opening the lid. **DO NOT** move a piano with the lid open.
- Removal (and reattachment) of any **Piano Lid** requires the services of trained **CMO Staff Members**.
- The **Herz** must be taken off its casters while in performance position. **Do not play harpsichord while it's on its casters.**
- Return **Keyboard Instruments** to their proper storage locations at the end of class activities.
- **When outside temperatures are below freezing (winter months):** The Steinway D pianos should be stored on stage when the space is not in use.

## IV. Mullion (Southeast Door)

A **Mullion** is a part of a building frame that divides it, and a vertical post between doors adds stability and security. The **Mullion** at the PICK southeast doors can be removed to allow large instruments to pass through the opening.

### REMOVING THE MULLION

- Check out the **Mullion Key Ring (#25)** by visiting CMO and leaving your **WildCARD** with a **Customer Service Representative (CSR)**.
- To remove the **Mullion**, use the key on **Key Ring #25** to unlock the mechanism at the top of the post and pull the Mullion toward you.



- Remove the key from the mechanism and set the **Mullion** safely aside in a location where it will not fall onto anyone or anything. Return **Key Ring #25** to CMO.

### INSERTING THE MULLION

- Once equipment has been moved through the opening, immediately replace the post. The key is **NOT** needed to return the **Mullion** to its location between the doors.
- Be sure to place the foot of the **Mullion** in its proper location behind the front tab (as shown below), and push the top of the post onto the frame in reverse of its removal. The top of the **Mullion** should slide onto and enclose the frame, locking into place (see above).



## V. Acoustical Equipment

The hall's sound curtains and wall panels can be arranged and adjusted according to the type and size of the forces performing. The stage canopy **cannot** currently be operated.

### STAGE CANOPY (“CLOUDS”)

- The stage canopy cannot currently be operated.

### SOUND CURTAINS

- There are **Acoustical Curtains** located throughout the **PICK Auditorium** that can be deployed or retracted using designated **Rope Pulleys**.
- There are five (5) sets of Curtains:
  1. Choral Loft, Rear: **Curtain** adjusted by a **Pulley** accessed in the **Upstage Right Cove**.
  2. Auxiliary Loft, Right & Left: **Curtains** adjusted by **Pulleys** accessed in each corner of the **Upstage Coves**.
  3. Lower Balcony, Right & Left: **Curtains** adjusted by **Pulleys** inside closets accessed via the **North** and **South Emergency Stairwells**.
  4. Upper Balcony, Right & Left: **Curtains** adjusted by **Pulleys** located in the **North** and **South Emergency Stairwells**.
  5. Rear Balcony: **Curtain** adjusted by a **Pulley** accessed in the **House Right Cove** behind the last row of seats.
- **DO NOT PULL directly on the Curtains; always use the designated Rope Pulleys.**

### WALL PANELS

Use of the **PICK Chamber Walls** requires the services of trained **CMO Staff Members** with sufficient advance notice.

## VI. Projection

There is no **Projection System** installed in PICK.

## VII. Stage Plot

**Event:**

**Dates of Activity:**

**Dimensions:**  
 Front of Stage: 57'  
 Back of Stage: 38'  
 Front to Back: 38'  
 □ = 1'

Chairs	Stands

= Musician Chair = Music Stand = Wood Conductor's Music Stand = Plexiglass Conductor's Music Stand	= Hydraulic Piano Bench = Artist Piano Bench = Lectern = Grey Podium = Red Carpeted Podium = Platform Riser = Choral Riser = Celesta	= Continued Organ = Harpsichord = Steinway D
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 CONCERT HALL  
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