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

Checking out a key ring or access card before class activities in Mary B. GALVIN Recital Hall is not required. Doors will unlock 15 minutes before each scheduled class, and an unlocked Steinway Model A piano will be available on stage.

Only if the Sunshades need to be adjusted does the GALVIN Key Ring need to be checked out from the Concert Management Office (CMO) in Pick-Staiger Concert Hall. Only students who have participated in a Music Venues Training Session are approved to check out a Key Ring.

GALVIN BACKSTAGE KEY RING (#22)

- The Key Ring contains a Sunshades Key and a Keyboard Garages Key.
- To check out the Key Ring, visit CMO and leave your WildCARD with a Customer Service Representative (CSR) at the window.
- Return the Key Ring to CMO immediately after class activities and pick up your WildCARD.

STEINWAY “D” LOCKS KEY RING (#23)

- The Key Ring contains a Keyboard Garages Key and a Fallboard Locks Key that provides access to the Steinway Model D pianos.
- This Key Ring may be checked out ONLY to a student on the approved list from the Piano Department.
- If the Key Ring is already checked out to another student, leave your WildCARD with the CSR, and retrieve the Key Ring in GALVIN from the student who checked it out previously. That student should return to CMO and pick up their WildCARD by giving your name and confirming the exchange.

II. Lights

BACKSTAGE

1. After entering the Backstage Vestibule turn on the Backstage Lights by pressing the Stage Manager button on the lighting panel located to the right.

2. The Stage Manager button illuminates GREEN to signal the lights are ON.

3. As you move backstage, motion sensors will activate the lights in the Keyboard Garages.

RECITAL STAGE

Before Activities

1. Locate the Master Lighting Control Panel located to the left of the GALVIN Stage Doors.
NOTE: Only Recital Hours and Piano Department studio classes have approval to access the Steinway D pianos for class activities.

INSTRUMENT USE & CARE

• Taking care of Keyboard Instruments is a shared priority. Be very careful with these instruments.

• Before moving any Keyboard Instrument between the backstage garages and the stage be sure the path for its movement is clear, including making sure the Stage Doors are properly latched open.

• Each Stage Door has a mechanism at the base of the door that latches it securely to the floor.

• 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.

• The path through the GALVIN Stage Doors is very narrow and slightly askew; be sure to line up the Keyboard Instrument carefully before attempting to pass through the doors.

• Once instrument is in place, lock Piano Wheels before opening the lid. DO NOT move a piano with the lid open.

• When the Steinway D pianos are in use and unlocked, all parts of the locking mechanisms should be placed on the Stage Manager Desk backstage.

• Removal (and reattachment) of any Piano Lid requires the services of trained CMO Staff Members.

• The Irvin harpsichord 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. The Steinway A piano should be re-covered after use and moved to its storage position downstage left (see stage plot).

III. Shades

• There is a set of Sunshades (transparent) and a set of Blackout Shades (opaque) for the window at the rear of the GALVIN Stage.

• The Control Panels are located at the Right of the Stage Doors. Use the Ilco key on the GALVIN Key Ring to unlock either plastic cover.

• To fully deploy either set of Shades, press the bottom button once and wait. To fully store (retract) either set of Shades, press the top button once and wait.

• Do not hold your finger on any button or press a button multiple times.

• DO NOT move both sets of Shades at the same time. Wait for one to stop before moving the other.

• The transparent Sunshades must always be fully deployed after class activities.

• Reattach and lock the plastic cover(s) when finished.

IV. Keyboard Instruments

There are four (4) Keyboard Instruments in GALVIN:

1. The “A”: Steinway Model A 6½ ft. salon grand piano
2. The “Matt(e)” : Steinway Model D 9 ft. concert grand piano, with satin finish
3. The “Pol(l)y”: Steinway Model D 9 ft. concert grand piano, with glossy finish
4. The “Irvin”: Double-manual harpsichord

V. Acoustical Banners

The GALVIN Acoustical Banners may be adjusted only by a trained CMO Staff Member with sufficient advance notice.

VI. Lectern/Projection

Use of the Lectern or Projection System in GALVIN requires the services of a trained CMO Staff Member with sufficient advance notice.
VII. Stage Plot