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 for class activities in the David and Carol McCLINTOCK Choral and Recital Room. Faculty WildCARDs are programmed to provide access to McCLINTOCK as well as the A/V Closet where the Lectern is stored.

**LOBBY DOORS**
- The McCLINTOCK Lobby Doors will be programmed to unlock 15 minutes prior to a class’s start time.
- The Millennium Access Card Reader will be GREEN during scheduled class hours.
- Do NOT use Music Stands or Chairs to prop open the Lobby Doors. If necessary, the west door may be propped open by pushing back until door catches. **Lobby Doors MUST be closed at the end of class.**

**BACKSTAGE DOORS**
The McCLINTOCK Backstage Storage Area can be accessed in three (3) locations:
1. Door immediately to the right upon entering the McCLINTOCK Vestibule from the Lobby
2. Set of Double Doors to the right after entering room
3. A Stage Door located upstage left in the performance area.

The doors above should remain unlocked so that the Backstage Area can be accessible at all times.

II. Lights

**BEFORE ACTIVITIES**
1. After entering the McCLINTOCK Vestibule from the Lobby, turn on the Vestibule Lights by pressing the Vest SR button (illuminated BLUE) on the lighting panel located to the right.
2. The button illuminates GREEN to signal the lights are ON.
3. Press the House Full button to turn on the Room Lights above the stage and the seats.

**AFTER ACTIVITIES**
Press the Off button on the lighting panel in the McCLINTOCK Vestibule as you exit. It will illuminate GREEN to indicate the lights are OFF.

III. Shades
There is a set of Blackout Shades for the window at the top of the north wall of McCLINTOCK. A Control Panel is located to the left of the Master Light Control Panel backstage.
- To fully deploy the Shades, press the bottom button once and wait. To fully store (retract) the Shades, press the top button once and wait.
- Do not hold your finger on any button or press a button multiple times.

IV. Keyboard Instruments
There are two (2) Keyboard Instruments in McCLINTOCK:
1. The “Yamaha”: Yamaha C3X 6 ft. grand piano, stored in the room (Onstage)
2. The “B”: Steinway Model B 7 ft. classic grand piano, stored Backstage when not in use

When the B is used, move the Yamaha toward Stage Right, making sure the Emergency Exit on the north side of the room is not blocked.

**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.
- There is no latching mechanism for the Double Doors leading backstage, so use Doorstops to prop the doors or ask others to hold the doors open.
- 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 instrument without its cover.
- Return Keyboard Instruments to their proper storage locations at the end of class activities: The Yamaha onstage and the Steinway B backstage.
- Removal (and reattachment) of any Piano Lid requires the services of trained CMO Staff Members.
- A double-manual harpsichord, the “Irvin,” may be moved from GALVIN only by trained CMO Staff Members and with sufficient advance notice.

V. Whiteboard

A Whiteboard is located behind the panels on the Upstage wall. Slide panels open using the handle grips underneath.

VI. Lectern/Projection

- Faculty WildCARDs are programmed to provide access to the A/V Closet where the Lectern is stored.
- Retrieve the Lectern from the A/V Closet, and follow the Instructions on the top surface to access its functions.

- Use of the Projection System:
  - The Projector has warm up and cool down cycles and must fully power down and cool off before it is rebooted.
  - If Projector ON button does not respond, wait until the power cycle is completed before turning it on.
  - Avoid turning off the Projector unnecessarily.
- After class activities, make sure the System Power is OFF. If this isn’t done, the Amps in the A/V Closet will remain on, reducing the lifespan of the system and creating a noise disturbance in the room.

VII. Acoustical Curtains

At the rear of the room (behind the audience), there are Curtains that can be deployed or retracted to affect the acoustics of the space.

- Deploy or retract the Curtains using the Rope Pulleys located in Panels at the back of the room, on both sides.
- Open either Panel by pushing gently until it springs open, and pull on the Rope Pulley in a smooth and continuous motion to move the Curtain in the desired direction.

VIII. Stage Plot

David and Carol McClintock
Choral and Recital Room
70 Arts Circle Drive
Evanston, IL 60208-0883

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*Date(s) of Activity:*

- Event:
- Date(s) of Activity:

**Event Symbols:**
- ■ = Musician’s Chair
- ■ = Music Stand
- ■ = Artist Piano Bench
- Steinway B
- C3X