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 adjustments need to be made to the Acoustical Clouds or 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 stage canopy, sound curtains, and wall panels can each be arranged and adjusted according to the type and size of the forces performing.

**STAGE CANOPY (“CLOUDS”)**

- The Control Panel for the Acoustical Clouds is located in the Technical Booth at the rear of the balcony level. Access the booth via the North Emergency Stairwell.
- To check out Key Ring #21 for this booth, visit CMO and leave your WildCARD with a CSR at the window.
- Only students who have participated in a Music Venues Training Session are approved to check out a Key Ring.
- **The PICK Stage and house rows A-E MUST be clear of people when moving the Clouds.**
- There are three (3) sections of the canopy: Front, Sides, and Rear.
- The current height of the Clouds is displayed on meters for each section ranging from 1 to 10. To obtain the desired height, use the Raise/Lower Buttons.
- Return the Key Ring to CMO immediately after class activities and pick up your WildCARD.

**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

[Diagram of stage plot with upstage and downstage labeled]