

**David and Carol McClintock Choral and Recital Room**

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.
- Connect the **AC Cable** from the **Lectern** to the wall outlet near the **A/V Closet**.

- 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

