

Regenstein Master Class 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 **Master Class Room (MCR)** located in **Regenstein Hall**. Faculty **WildCARDS** are also programmed to provide access to MCR.

VENUE DOORS

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

II. Lights

BEFORE ACTIVITIES

1. There are two lighting **Control Panels** for MCR, one located toward the backstage area and another at the top of the **House Left Aisle**.
2. Select the top (**Classroom**) button, and the button will illuminate **GREEN** to signal the lights are ON.
3. Other buttons may be pressed to accommodate different activities in the room:
 - The **Standby** setting dims the lights over the house seats in preparation for a performance.
 - The **Performance** setting darkens the lights over the house seats and turns on the stage front lights.
 - The **Presentation** setting dims the lights over the stage—in front of the projection screen—while leaving enough light for those in the audience to take notes or view handouts.

AFTER ACTIVITIES

Press the **All Off** button on either lighting panel as you exit.

III. Keyboard Instruments

There are two (2) **Keyboard Instruments** for MCR:

1. The "**Henry**": Steinway Model D 9 ft. concert grand piano, stored in the room
2. A single-manual harpsichord, stored in the **MCR Cage** just outside the **Backstage Doors**

Availability of the **MCR Harpsichord** for class activities requires sufficient advance notice to **CMO**.

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.
- Moving a **Keyboard Instrument** requires a minimum of two (2) people.
- Lock **Piano Wheels** before opening the lid. **DO NOT** move piano with the lid open.
- Removal (and reattachment) of any **Piano Lid** requires the services of trained **CMO Staff Members**.

IV. Lectern/Projection

- The **MCR Lectern** should be stored **Stage Left** when not in use. A **Projection Screen** is located at the rear of the stage, behind the **Acoustical Curtain** (see below).
- The **Lectern** operates using the same system as the classrooms in the Ryan Center for the Musical Arts.
- Use of the **Lectern** is supported by Northwestern IT and **NOT** the Concert Management Office. **For technical support, call NUIT at (847) 467-ROOM (7666).**
- After class activities, make sure **System Power** is OFF.

V. Acoustical Curtain

At the rear of the stage, there is a **Curtain** that can be deployed or retracted to affect the acoustics of the space. Deploy or retract the **Curtain** using the **Rope Pulley** located on the **Stage Right** side.

VI. Stage Plot

