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

UPSTAGE

DOWNSTAGE