

Mary B. Galvin Recital Hall

Version 2.0 (Fall 2018)

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

Before class activities in **Mary B. GALVIN Recital Hall**, students must check out the **GALVIN Key Ring** from the **Concert Management Office (CMO)** in Pick-Staiger Concert Hall. Only students who have participated in a Music Venues Training Session are approved to check out the Key Ring.

GALVIN BACKSTAGE KEY RING (#22)

- The **Key Ring** contains a **Keyboard Garages Key** and a **Sunshades Key**.
- To check out the **Key Ring**, visit the **CMO** and leave your **WildCARD** with a **Customer Service Representative (CSR)**.
- If the **Key Ring** is already checked out to another student, leave your **WildCARD** with the **CSR**, and retrieve the **Key Ring** in GALVIN from the student who checked it out previously. That student should return to the **CMO** to pick up their **WildCARD** by giving your name and confirming the exchange.
- Return the **Key Ring** to the **CMO** immediately after class activities and pick up your **WildCARD**.

STEINWAY "D" LOCKS KEY RING (#22P)

- This **Key Ring** may be checked out ONLY to a student on the approved list from the **Piano Department**.
- The **Key Ring** contains a **Steinway "D" Locks** key, and is checked out along with the **GALVIN Key Ring**.

VENUE DOORS

- The **GALVIN Backstage Door** will be programmed to unlock 15 minutes prior to a class's start time or at another pre-determined time for a class, whichever comes first. The **GALVIN Lobby Doors** always unlock 15 minutes prior to a class's start time.
- The **Millennium Access Card Reader** will be **GREEN** during scheduled class hours. **PUSH** on the left **Backstage Door** to access the **Backstage Vestibule**.
- At the next set of double doors, rotate the handle on the left door and **PUSH**.
- 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.**

KEYBOARD GARAGES

- Unlock and lock **Keyboard Garage Doors** CAREFULLY to avoid damage to the key and locks.
- The handle at the bottom of each **Garage Gate** must be held while all key rotations are completed.
- Follow rotation instructions near **Garage Gate Lock**.
- **Remove key from the lock before moving the gate. Do NOT move the gate while the key is in the lock.**
- Do not let the gate move upward with its own momentum; control it with the **Black Nylon Strap** at the bottom of the gate. The gate moves quickly and can be damaged if it's not slowed.

II. Lights**BACKSTAGE**

1. After entering the **Backstage Vestibule** turn on the **Backstage Lights** by pressing the **Stage Manager** button on the lighting panel located to the right.
2. The **Stage Manager** button illuminates **GREEN** to signal the lights are ON.
3. As you move backstage, motion sensors will activate the lights in the **Keyboard Garages**.

RECITAL STAGE*Before Activities*

1. Locate the **Master Lighting Control Panel** located to the left of the **GALVIN Stage Doors**.
2. Use the following HOUSELIGHTS buttons to control standard lighting:
 - **House+Balc Full:** Press to turn on all lights in the house, balcony, and house vestibules
 - **Preset 1:** Full stage wash (large ensembles)
 - **Preset 2:** Central focus (chamber groups)
 - **Preset 3:** Center spot focus (soloists)

After Activities

1. Under HOUSELIGHTS press the **Off** button. This will turn off ALL lights in the auditorium, including the **Stage Lights, House Lights, and House Vestibule Lights.**
2. Exit via the **Backstage Door** and turn off the **Backstage Lights** by pressing the **Stage Manager** button at the lighting panel in the **Backstage Vestibule.**
3. Note that the lights in the vestibule will remain on for security.

III. Shades

- There is a set of **Sunshades** (transparent) and a set of **Blackout Shades** (opaque) for the window at the rear of the **GALVIN Stage.**
- The **Control Panels** are located at the **Right** of the **Stage Doors.** Use the **Ilco** key on the **GALVIN Key Ring** to unlock either plastic cover.
- To fully deploy either set of **Shades**, press the bottom button **once** and wait. To fully store (retract) either set of **Shades**, press the top button **once** and wait.
- Do not hold your finger on any button or press a button multiple times.
- **DO NOT** move both sets of **Shades** at the same time. Wait for one to stop before moving the other.
- The transparent **Sunshades** must always be fully deployed after class activities.
- Reattach and lock the plastic cover(s) when finished.

IV. Keyboard Instruments

There are four (4) **Keyboard Instruments** in GALVIN:

1. The **“A”**: Steinway Model A 6½ ft. salon grand piano
2. The **“Matt(e)”**: Steinway Model D 9 ft. concert grand piano, with satin finish
3. The **“Pol(l)y”**: Steinway Model D 9 ft. concert grand piano, with glossy finish
4. The **“Irvin”**: Double-manual harpsichord

NOTE: Only recital hours and **Piano Department** studio classes have access to the **Steinway Model D** pianos.

INSTRUMENT USE & CARE

- Taking care of **Keyboard Instruments** is a shared priority. **Be very cautious with these instruments.**

- Before moving any **Keyboard Instrument** be sure the path for its movement is clear, including making sure the **Stage Doors** are properly latched open.
- Each **Stage Door** has a mechanism at the base of the door that latches it securely to the floor.
- 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.
- The path through the **GALVIN Stage Doors** is very narrow and slightly askew; be sure to line up a **Keyboard Instrument** carefully before attempting to pass through the doors.
- Lock **Piano Wheels** before opening the lid. **DO NOT** move a piano with the lid open.
- The **Irvin** must be taken off its casters while in performance position. **Do not play harpsichord while it's on its casters.**

V. Acoustical Banners

The **GALVIN Acoustical Banners** may be adjusted only by a trained **CMO Staff Member.**

VI. Lectern/Projection

Use of the **Lectern** or **Projection System** in GALVIN requires the services of a trained **CMO Staff Member.**

VII. Stage Plot

