

Pick-Staiger Concert Hall

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 **PICK-Staiger Concert Hall**. However, a **Key Ring** is needed if adjustments need to be made to the **Acoustical Clouds**.

II. Lights**REHEARSAL ROOM**

- Lighting panels are located next to the **Southwest** and **Southeast 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.
- Adjustments to the room's lighting can be made using the buttons in between. A light near the **Southeast Door** always remains on for security.

CONCERT STAGE

1. Backstage lights are controlled using four **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 once to turn off the lights in the auditorium.

III. Keyboard Instruments

There are seven (7) **Keyboard Instruments** in PICK:

1. The "**130**": Steinway Model D 9 ft. concert grand piano, with satin finish, stored **Backstage Right**
2. The "**Hamburg**": Steinway Model D 9 ft. concert grand piano, with glossy 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, recently refurbished, 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 cautious 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.
- Lock **Piano Wheels** before opening the lid. **DO NOT** move a piano with the lid open.
- The **Keyboard Instruments** must be returned to their storage locations at the end of class activities.

IV. 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 on **House Left**. Access the booth via the **North Emergency Stairwell**.

- To check out the **Key Ring (#21)** for this booth, visit the **CMO** and leave your **WildCARD** with a **Customer Service Representative (CSR)**.
- 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 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**.

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**.

V. Projection

There is no **Projection System** installed in PICK.

VI. Stage Plot

