

NANCY O'BRIAN CENTER FOR THE PERFORMING ARTS
Handbook for Norman Public Schools Personnel

We hope that your performance or event at the Nancy O'Brian Center for the Performing Arts will provide a meaningful experience for both your students and audience. This handbook has been created to assist you, the Norman Public Schools Faculty and Staff, as you prepare for your event. Also, your careful completion of the Event Coordinator Checklist (page 8) will provide us the information we need to make your visit as trouble-free as possible.

As we grow and learn in this facility, we will continue to make changes to improve our service to the Norman Public Schools and the Norman community. As always, we greatly value your input in this ongoing process.

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I. INTRODUCTION

The Nancy O'Brian Center for the Performing Arts (CPA) is the showcase performance venue for the Norman Public Schools of Norman, Oklahoma. Located on North Stubbeman Avenue, adjacent to Norman North High School, the CPA features a 1,200-seat Main Stage, a Studio Theatre with flexible seating, Scene and Costume Shops, and an Art Gallery. The CPA was conceived and designed as a unique performance facility, augmenting and serving the 22 schools of the Norman School District. The CPA provides students with curriculum-related arts experiences that may not be possible in the normal classroom setting.

Additionally, the CPA serves as a performance and activity venue for the Norman Community and the Central Oklahoma Region. While it was built primarily to house arts events created for and by our students, it is available for outside rentals on dates not already designated for student use.

II. MISSION STATEMENTS

Fine Arts Staff Mission Statement

The Fine Arts Staff will engage positively with school personnel, students and the public. The Fine Arts Staff will make every possible effort - and use every reasonable resource - to create the best possible experiences for our teachers and their students, as well as for parents, patrons and the community.

CPA Mission Statement

The Nancy O'Brian Center for the Performing Arts serves the Norman Public Schools, providing students with the opportunity to experience and explore fine and performing arts in a facility dedicated to excellence and innovation. In partnership with the Norman Community, and the State of Oklahoma, the Center brings us together to celebrate the ongoing power and value of the arts in our lives.

III. USAGE POLICY AND REGULATIONS FOR THE NANCY O'BRIAN CENTER FOR THE PERFORMING ARTS: DISTRICT SPONSORED ACTIVITIES

Access and Reservations

- All use of the CPA for District-sponsored events must be approved by the Fine Arts Project Coordinator (405-366-5870). **Each event must have a designated Event Coordinator.** The coordinator's task is to reserve the facility, maintain communications with CPA personnel, and complete all forms and paperwork associated with the event. [see section V.]
- The Event Coordinator will complete the Event Coordinator Checklist and present it to the CPA Theatre Manager three weeks prior to the event.

Audience Behavior and Safety

- Alcoholic beverages and firearms are not allowed in the CPA.
- The only designated food use area of the CPA is the Studio Theatre.
- No backpacks may be brought into the facility.
- Cell phones and pagers are not to be used during performances.
- Absolutely no smoking or use of tobacco is allowed.
- Audience members are not allowed backstage, in the makeup room, dressing rooms or shops at any time.
- Teachers using the CPA for approved classes will be responsible for including appropriate clean-up time in their class schedules.
- Independent, non-supervised student use of the facility is not allowed.
- A teacher or CPA staff member will be on-site whenever the facility is in use.

IV. EVENT COORDINATOR—DUTIES AND RESPONSIBILITIES

The Event Coordinator is an employee of the Norman Public Schools who has been given the responsibility for overseeing an event, rehearsal or activity at the CPA. This Coordinator's duties and responsibilities will remain the same even on occasions when the Theatre Manager or the Technical Director is present.

The Event Coordinator is responsible for initiating and executing emergency procedures.

Preparation for the event

- Reserve a date with the Fine Arts Project Coordinator and have it approved by your site administration.
- Upon approval, complete the Event Coordinator Checklist and turn in to the Theatre Manager (Fax 366.1048). Your group will be expected to provide the personnel needed to set up and strike chairs, tables, music stands, risers, serve as ushers, ticket takers, monitor students, and hang art work in the gallery.
- If buses are needed, contact the NPS Transportation office. Inform teachers and parent volunteers of seating plans for your event (CPA seating charts are available from the Theatre Manager). The CPA can provide a hand-held microphone or two walkie-talkies if needed for dismissal.

During the event

- Students must be supervised at all times.
- Monitor all other attendees, participants, and audience members.

Following the event

- Make sure that all students have safely left the premises.
- Any lost and found items will be turned over to the Event Coordinator.
- Report any problems, damages or concerns to the Theatre Manager.

Additional Responsibilities of Event Coordinator when issued keys to the building

- On some occasions an Event Coordinator will be given a key, pass card, and access code.
- Familiarize yourself with the guidelines presented in this manual and the NPS Crisis Management Planning Manual. Pay particular attention to the section dealing with tornado safety.
- Familiarize yourself with the location of all fire extinguishers and the AED (Defibrillator)

V. AVAILABLE EQUIPMENT AND SERVICES

After receiving confirmation of your CPA event, please look over the listing and description of the equipment and services. Complete the checklist at the end of this handbook and return it to the Theatre Manager at least three weeks prior to your event. Last minute requests cannot be guaranteed.

LIGHTING

A standard lighting plot that can be manipulated with a simple, push-button system is available in both theatres. Please call and schedule a time when you can come to the CPA, preferably several days before your event. Last minute lighting changes may not be possible, particularly if they involve working on the grid after audience members have already arrived.

SOUND

Lecterns with built-in microphones and speakers are available. These are portable, self-contained systems that can be used anywhere in the building. The Clinton Theatre also has wired and wireless microphones that work with the CPA sound system.

VIDEO

We have a 2,200-LUMEN projector that can be used in the Clinton Theatre with a 15' x 20' rear-projection screen mounted immediately upstage of the blue main drape or a 9' x 9' screen mounted on the east wall of the Studio Theatre. The projector can be connected to a DVD, VHS, or a laptop (which you would provide) for PowerPoint presentations, or to the NPS computer network. If you will need to use the projector let us know as soon as possible; there are several variables we have to deal with regarding set up.

CHAIRS

Chairs are available for virtually any seating arrangement. The chairs are stacked on rolling racks. We will move the racks to the area you will be using so that you may arrange them as you wish. Following your event, we ask that you place chairs back onto the rolling rack.

MUSIC STANDS

One rolling rack holds 20 music stands. Stand racks will be made available and you are responsible for arranging the stands as you wish and returning them to the racks at the conclusion of your event.

CHORAL RISERS

Ten 4-tier choral risers are available to be rolled into place and easily erected. One riser unit can accommodate 12-18 standing performers.

PLATFORM RISERS

Twenty-four 4'x8' risers, which can be placed at heights of 8", 16", 24" or 32", plus several connecting pieces that can create 45° or 90° angles in banks of seating. One or two of these platforms may be used as a dais for speakers or performers.

MUSICAL INSTRUMENTS

Instruments in the CPA available for your use include: grand piano (Steinway), upright piano (Yamaha), electronic piano (Yamaha P-90), bass drum, timpani (5), xylophone, marimba, and chimes. These instruments are for use only by qualified performers under the supervision of band and orchestra teachers. **Please note:** The timpani, chimes, marimba and bass drum are stored in the orchestra pit, and can only be brought to the stage using the orchestra lift. Chairs, risers, dance-floor, etc., must be moved out of the way in order to operate the lift, so please plan ahead.

Grand and upright piano: These are tuned and serviced regularly. The maintenance schedule is determined by the pianos' anticipated use for musical events on the CPA calendar.

DANCE FLOOR

Seven rolls of Timestep5 Dance Floor - Each Roll 52' X 5' - Color: Black. The dance floor requires several hours to set up and strike. Please plan well ahead.

THE CATERING KITCHEN

The kitchen has a refrigerator, microwave oven, 12-cup coffee maker, 42-cup coffee urn, flatware, plates and cups, and icemaker. Unsupervised student use of the catering kitchen is not allowed.

THE COSTUME SHOP

This space is used primarily for theatrical productions. It features sewing machines, iron and ironing board, and a washer/dryer. Bolts of fabric—which are available for use in NPS dramatic productions—are also stored in the Shop. The back room of the Shop contains hanging space for costumes and some shelf space for props. Please remove all items you bring over as soon as possible following your event. The only props or costumes to be stored at the CPA are those which: a) are difficult to procure, and b) are available for use by any NPS group.

VI. APPROPRIATE STUDENT BEHAVIOR IN THE NANCY O'BRIAN CENTER FOR THE PERFORMING ARTS

- The only designated food use area of the CPA is the Studio Theatre. We allow one exception: bottled water may be kept in the makeup and dressing rooms.
- Please enter and leave the stage by using the stairs.
- The sound booth, light booths, fly-rail and grid areas are off-limits to students unless they are directly involved in approved operation of the equipment therein. No student is *ever* to be on the grid unless under the direct supervision of the Technical Director, Theatre Manager, or approved Stagecraft teacher.
- Students should park in the large parking lot west of the building, not behind the CPA or in the driveway immediately in front.

VII. ART GALLERY

The Art Gallery can be reserved. While primarily designed to display visual art works, the space may also be used for small meetings. Visual Arts teachers are encouraged to schedule showings at the same time the music or drama teachers from their school are presenting concerts or plays.

Equipment available for displaying art:

- A track-system that allows pieces to be hung from adjustable cables. Works may be hung practically flush to the wall or on a separate track farther away from the wall (useful for displaying mobiles or three-dimensional pieces).
- Fifty easels are available. These may be used to display one piece or two smaller pieces (one on top of the other).
- Free-standing pedestals (some with round tops, some rectangular) are available for display of small three-dimensional works.
- Fifty rolling display panels (approx. 4' x 5.5' display area) are available for two-dimensional work. The fabric cover (royal blue) will adhere to Velcro, and staples or push-pins may be used to attach drawings. Staples must be removed at the close of your event.

VIII. SCENE SHOP

General Safety Guidelines / Rules

- No bare feet, sandals, open-toed, or loose-fitting shoes are allowed. Sneakers or work boots are acceptable; hard-soled shoes are preferred.
- Remove jewelry. Tie back or cover long hair. Avoid loose or baggy clothing.
- Eye protection must be worn whenever using power equipment *or when in the proximity of anyone else using power equipment*.
- Everyone must be certified on power equipment before use. NPS students must be certified by their Stagecraft teacher. When using power equipment, there must be a qualified adult present. Under no circumstances shall a student work alone using powered tools. Being in close proximity to someone operating a power tool can be as dangerous as operating the tool yourself.
- Hearing protection should be used whenever noise levels are high.
- Dust/particle masks should be used whenever working in high sawdust or particle conditions. Use the sawdust collector when doing extensive cutting.
- Only students actively working on a project may be in the shop. Adult supervision is required at all times.
- No food or drink is allowed in the shop.

- **Anyone working in the shop must know the location of the following:**
 - First-aid kit
 - Fire extinguishers
 - Fire alarm pull boxes
 - Main electrical breaker
 - Nearest telephone and the phone number for NPS Police (366-5964)
 - AED (Defibrillator)

Operational Guidelines for Stage Craft Teachers

- All use of the Scene Shop will be closely monitored.
- If you must bring in tools or additional equipment, please mark them clearly and keep them separate from CPA or NHS Theatre tools.
- Students working in the shop must be under direct supervision of the Stagecraft teacher.
- Students using powered tools must first be cleared by the Stagecraft teacher.
- Work calls will have clear beginning and ending times, with the final 15 minutes of each work call devoted to clean up. On-going projects may be left in place awaiting the next work call, but all tools are to be put away, the floor swept, and the shop must be left ready for use by other groups.
- No food or drink is allowed in the shop.
- Ownership of consumable shop materials (wood, paint, nails, etc.) shall be clearly indicated. While a stock of hardware, paint and scrap lumber is maintained for the use of all, special purchases (those for a particular show's set, for example) must be kept separate and out of the way of others. Please impress on your students that they need to make sure they are using materials that are meant for their project.

IX. STAGE LIGHTING OPERATIONS—GENERAL SAFETY GUIDELINES

Safety is our first priority. For this reason, students will not be allowed onto the lighting grid areas in any theatre without close, and constant, adult supervision. All student work involving stage lighting devices will be closely monitored. The CPA Staff will inspect all lighting installations before audiences are allowed into the building.

Stage Lighting safety focuses on two key concerns:

First, electrical shock. This is particularly important because we are dealing with devices that are plugged and cabled in non-permanent locations.

Second, due to the placement of lighting instruments, there is the danger that an instrument, or part of one, may fall from its mounting, or that a technician, working above audience, cast or crew, may drop a tool or other item. Safety cables for lights, and lanyards or clips for tools, must always be used.

Because of these potential dangers, NPS strictly adheres to the following Lighting Safety Procedures in the Clinton Theatre and the Studio Theatre:

- The hanging, aiming, focusing, gelling, and operation of lighting instruments is always conducted under the supervision of the Theatre Manager, Technical Director, or qualified NPS teacher or staff member. When students work on stage lighting in any capacity, they will first be trained by the Theatre Manager or Technical Director, and, further, their work will always be inspected on completion by one of the above-mentioned adults.
- Any time that a light fixture is moved or adjusted after initial set-up, the Theatre Manager, Technical Director, or qualified NPS teacher or staff member will perform a follow-up close visual inspection. Such movements or adjustments to be inspected may include (but not be limited to) re-aiming, re-focusing, re-gelling, or changing lamps.

- Staff or students working on cat-walks, or in any position that places them above other people, will first remove any loose articles that may fall from pockets or belts. Tools that are used while working on cat-walks, or above other people, will be secured to the worker with a lanyard, clip or other device.
- Lighting booths and cat-walks are to be secured in order to prohibit any unauthorized access. Only trained students actively working on a project are allowed in the light booths or cat-walk areas. When the balcony is not being used for audience seating, it also is to be secured to prohibit any unauthorized access.
- The Theatre Manager, Technical Director, or Project Supervisor will inspect lighting instruments on cat-walks prior to each public event.

Event:		Date:	Curtain Time:
Coordinator:		Ph:	EMAIL:
Rehearsal Schedule:			
Time we are to open the building for your event:		Time we may lock building after your event, or begin load-in of next event:	
			Students will only be admitted to the building after your designated adult supervisor has arrived.

Place a checkmark, or enter the appropriate number, in the box to the right of each requested item. We ask that you assist us by replacing chairs and stands onto their racks and helping to strike all equipment at the conclusion of your event.

Musical Instruments		Furniture		Sound, etc.	
Timpani (5)		Chairs (300)		<u>Microphones</u>	
Bass Drum (1)		Music stands (160)		Hand-held wireless (6)	
Chimes (1)		Choral Risers (10)		Lavelier wireless (16)	
Xylophone (1)				Condenser mics (7)	
Marimba (1)		<u>Tables</u>		Wired vocal (10)	
Grand Piano (1)		6' round (6)		Crown 160 (4)	
Upright Piano (1)		4' round (6)		Studio Monitors (4)	
Electric Piano (1)		8' rectangular (3)		Microphone Stands (12)	
Conductor's Podium		6' rectangular (3)		Blue display panels (50)	
Conductor's Lectern(1)		4' rectangular (2)		Easels (40)	
Conductor's Chair (1)		Platform risers (24)		Lecterns (2)	
Concert Shell (Y/N)		US/OK Flags (Y/N)		Dance Floor	

Providing your actual performance venue is our first priority. You must clearly indicate other areas of the CPA that you are requesting to reserve. Please do not assume that other parts of the CPA will be available for your use. Other areas in the CPA may be previously scheduled for concurrent events. If you cannot provide trained personnel for your technical needs, we will hire the necessary crew and bill you directly for their service. With advance notice, we are happy to train your students or volunteers to perform technical duties.

Venues		Audio/Video		Personnel	
Clinton Theatre		Projector		Light Board Operator	
Studio Theatre		Screen (Clinton)		Sound Board Operator	
Art Gallery		Screen (Studio)		Follow Spot Operator(s)	
Catering Kitchen		DVD/VHS Player		Stage Hands	
Make-up/Dressing		Overhead Projector		Ushers	
Use Balcony? (Y/N)		Portable Sound System		Custodian(s) # hours?	

Receptions with food/drink may be held in the Studio Theatre only. If there is no food or drink, the lobby may also be used for receptions. We ask that you remove all food, drink and equipment following your reception and assist us in cleaning the kitchen area. Keep in mind that frequently we will have events the following morning. Your reception may necessitate the hiring of Sodexho custodians during or following your event so that we may adequately prepare for our next guests.

Please phone or email the Theatre Manager with any questions or to provide any additional information that may help us prepare for your visit.

Return to:
 Thomas Pender, Theatre Manager
 tpender@norman.k12.ok.us
 phone 364-0397, fax 366-1048

