

Links Hall

Technical Handbook

July 1st, 2010

Technical Director: Francesca Bourgault

This Handbook has been created for artists/companies renting the space to stage performances through the Linkage program (ie. when artists provide their own Technical Director). It also contains helpful information for Creative Time space renters (eg. for rehearsals and classes).

In contrast, when Links Hall presents performances, we usually provide our Technical Director to support the technical needs of artists. If your work is being presented by Links Hall, the information contained in this Handbook should nonetheless provide a good introduction to the technical capacity of the space.

Links Hall
773-281-0824
3435 N. Sheffield, Second Floor
Chicago, IL 60657

Technical Orientation Outline

For Linkage artists:

Keys - including Linkage keys, key return, skeleton key

Box Office - desk, reservation procedure, chairs, signage

Closets - tables, fans, third locks

Windows - close upon leaving, drapes

Temperature Control – A/C or radiators, where to find reminder

Side door - key, open for performance, don't block hall

Dressing Room - who, racks, water

Door Drapes - in tech closet crate

Intercom/Switches – ringer on/off

Booth - how to use lights/sound, basement key, rep plot

Handbook - point out Code rules

Cleaning - supplies, pitch in

Bathrooms - where, lights

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The materials in this handbook may be copied. Please do not write in the book or tear pages out.

Technical Specifications and Inventory (as of December 15, 2008)

Space

62 seats on risers and optional ground row (all folding chairs), six windows with optional curtains, three closets in performance area, tech booth, tech closet, cleaning closet

Measurements:

sprung wood floor 31' wide, 35' deep
ceiling to floor 11', hanging pipe to floor 10'6"
load-in door 3'6" wide, stage entrance 4' wide
2 bays of windows, three windows each, each bay is 10' wide
closet doors each 3' wide, closets 4'6" square inside
3 risers house right and left, each riser 3'6" deep, stair-stepping heights
main aisle 3' wide, 12' long
two radiators, each 1'6" deep, 6' long
booth window 3'9" wide, 2'8" tall

Building Electrical Service

Available Power: 35 amps total- 120 volts
All connectors parallel blade U-ground (Edison)

TO USE THE BOOTH YOU MUST HAVE RECEIVED A TECHNICAL ORIENTATION
Circuits are labeled in booth, cable installed for repertory plot configuration
(rep plot sketch is at the back of this packet)

Circuit A

20 amps = 2400 watts max

Circuit B

15 amps = 1800 watts max

Circuit C: low wattage only

Repertory Plot:

Circuit A

upstage pipe

Circuit B

downstage pipe

Circuit C

booth light

Lighting Control Systems

16 Dimmers- 4 packs, 4 dimmers each, 2 outlets per dimmer (Edison)
Dimmers are NSI Digital DDS 5600s, Max Power Per Dimmer: 600 watts, Per Pack: 1800 watts
Maximums Reminder: Circuit A carries 2400 watts, Circuit B 1800 watts
Dimmers are hung on pipes in performance space, and are controlled by the light board ONLY.
Light Board- NSI Two-Scene Preset (with optional programming of up to 16 cues)
16 channels, 2 submasters, 1 master, blackout button
connected to dimmers by XLR cable in booth

Lighting Equipment

**ALL instruments have Edison connectors, c-clamps, and safety chains
Some are stored in the tech closet, some in the third closet in the space**

Inventory:

- 2 Altman 4.5x6.5 Lekos - 500 watts
- 2 6" Fresnels - 500 watts
- 5 PAR 56 - 300 watts (black body), variety of lamp spreads
- 3 PAR 56 - 300 watts, (white body), can be floor mounts
- 18 PAR 38 -120-150 watts, (black body), will sit on floor on own yoke
- 1 PAR 38 - 200 watts
- 2 3-1/2" Fresnels - 150 watts
- 10 Clip lights - 120-150 watts (stored in booth under platform, must be put together)
- 2 Radial Ellipsoidals - 300 watts, no pattern slot
- 2 Quartz floor stand work lights - 500 watts

Two hanging pipes about 28' long, one downstage and one center stage, hung 10'6" from floor
Two trees up to 8' tall with optional cross beam, will hold four lights each- PLEASE sandbag

Accessories: 2x7.5" barn doors, 2x7.5" top hats, 4 floor plates w/hardware, 2 Altman Pattern holders

Can request patterns: 2 small breakup, 2 construction, 1 homespun, 1 window

Extra lamps of various wattages and spreads for PARs. Request Fresnel and Altman lamps

Cable of various types and lengths, miscellaneous adapters, power strips, extension cords, cube taps, hardware, tie line, gaff tape, gel in assorted colors and sizes, gel frames

Sound System

2 deck tape player

Single disc capacity cd/dvd player, Sony DVP-SR200P with remote RMT-D187A

We do not own an MP3 player, but do have an adapter so you can patch yours into the mixer

Mixer with master, cd, mic, tape, and three extra inputs

Mixer model: Yamaha MG 10/2 with XLR, 1/4", and RCA inputs

Amplifier: Crown XLS 402 power amplifier

Equalizer: Crown 341 Dual 15 Band EQ

Two speakers mounted in space

Microphones: Samson Q7 Neodymium Dynamic Microphone with male XLR connector and Shure SM58 Dynamic Vocal Microphone with male XLR connector (2 50' XLR cable stored in booth drawer labeled AUDIO)

Microphone stands: two straight, one boom, one gooseneck

Projector

NOTE: the Links Hall projector is available for RENTAL, and stays onsite ONLY.

For prices and contract obligations including a projector orientation, contact Anna in the office.

Projector model: EIKI EIP-25

DLP technology, XGA resolution, 2500 ANSI Lumens

Keystone correction, zoom, tilt foot

Links Hall provides a 15' RCA cable and 50' S-video cable with rental of the projector.

We have a projector shelf for Linkage use, though it is subject to availability. It can be found in the third closet and the hardware is affixed to it. The shelf can be attached between the tops of the banisters. It must be removed and properly stored at the end of the weekend, but may remain between shows.

Rules and Procedures

Terms

“Linkages” are shows contracted to perform at Links Hall. “Renters” are groups or individuals who rehearse or teach in the space. Some groups are both Linkages and renters, and most rules apply to both types of Links Hall users.

Mr. Link’s Golden Rule

All aspects of the space must be clean and clear when you leave after each rehearsal and performance. This means: nothing on the walls, floor, risers, hanging from the ceiling, or in the bathrooms if there is no rehearsal or show going on. Talk to Francesca if you have extenuating circumstances.

Francesca’s Golden Rule

Do not seriously alter anything about the space without permission. This means: do not remove or add anything permanent. Do not remove items such as rugs, radiator guards, supplies, hardware from instruments, components of the sound system, stored items, and anything fastened down.

Forbidden fasteners: duct tape, electrical tape, staples, nails, screws, glue of any kind, paint varnish, or putty. Woven, stage-specific tapes such as gaff tape and spike tape are okay. Scotch tape is also fine.

Links Hall is an old space. Please respect our home.

When in doubt of the parameters of this rule, ask Francesca. Everything will be checked when each Linkage is finished. **You are responsible for notifying staff if anything breaks or goes wrong.**

Chicago Safety Code Rules

The exit signs must be clearly visible.

No more than 125 people may occupy the space at one time.

The fire extinguishers must remain where they are, unless needed in an emergency.

The top two rows of seating on each side of the house are permanent and must be tied together.

This is done with plastic zip ties, and you should not cut ties apart without permission. The chairs on the bottom row of the risers and the floor do not need to be tied together.

The aisle must be set next to the banister on both sides of the risers.

You may not block the main exits with anything but drapery.

Keys and Tools

Each performance group gets one set of keys and access to a small box of hand tools. These keys are for (1) the North Sheffield Ave. and Newport street door (the same key opens each door); (2)

the front door to the performance space (a different key to the metal side door of the space is kept in the dressing room); (3) the tech booth ; (4) the tech cabinet; and (5) the dressing room. The inner office is closed to everyone but staff unless given express permission. There is a key in the tech cabinet that opens the basement door if you need to access the circuits. All doors must be locked each time you leave. The hand tools are kept in the lighting closet, in the cabinet. Please return all tools to this location when finished.

Linkages performers: your keys must be returned at the end of your last show. You may do this by leaving the keys on the table in the dressing room and making sure the door locks behind you. If any component of the tools box is missing, you will be charged for the replacement of that item.

Renters do not have key access to the tech booth or dressing room.

Included Space

1. for Linkage artists: you are allowed use of the performance space, all closets, two bathrooms, and dressing room. Aside from the closets, each of these spaces must be completely bare and clean between all rehearsals and shows. The hanging rack, tables, and water in the dressing room are for your use.

2. for Renters: you are allowed use of the performance space and two bathrooms. These spaces must be completely bare and clean when you leave.

Tech Booth

You must learn how the lighting and sound systems work from Francesca. If you have not been through the technical orientation, you may not use either system, even if you have a key.

The materials stored in the booth are for Linkage use, not Renters.

Papers

A copy of this Handbook must always be in the booth desk. Linkages may keep cue sheets in the booth during shows.

Rep Plot

Each Linkage must revert to the basic light plot at the end of the Linkage unless special arrangements are made with Francesca. That plot is sketched out and a copy is in the back of this packet in the light booth.

If the stage lighting is not replaced in the manner agreed upon, or is left disorganized or incorrect, a re-hang fee will be charged. This charge is \$25/hour.

Power (need to plug something in?)

The Links Hall Studio does not have a lot of power available. If you need to plug in a cd player, plug it directly into the wall power. There are three places to do this: (1) halfway up the wall, to the left of the side exit; (2) near the floor, all the way upstage right; and (3) the orange extension cord labeled "Regular Power" that is behind the upstage radiator. DO NOT plug into extension cords running from the lighting pipes. These will not provide power. PLEASE DO NOT move power strips around. If you need an extension cord, use one from the milk crate in the lighting closet.

Power supply is the thing you need to be most careful about when using the stage lights. Check your wattages against the Building Electrical Service on page 3.

Cleaning

Everyone pitches in to keep Links Hall clean. Please be responsible for your use of the space, and leave it clean for the rehearsals and events that happen during the day. A multitude of cleaning supplies and extra paper products can be found in one of the closets by the side metal door.

If Linkage artists leave any of the spaces in an inappropriate state, requiring Links Hall staff to spend an unreasonable amount of time returning spaces to their original state, \$100 per clean-up will be charged.

Windows

Please close all windows when leaving the space. You may open them at your discretion, except for the windows with air conditioners in them. The window curtains are numbered 1 through 6. Window 1 is downstage, closest to the risers. The curtains can be completely removed, hung in half, or affixed at the bottom so they are taut. Please make sure they are at least hung at half when you leave so the sun does not make the space too hot.

Heating/Cooling

The radiators turn off and on by turning the handle on the end. The handle has an arrow that shows you which direction to turn “on” (open) or “off” (closed). In colder weather, please leave the radiators on when you leave, so the next people have a warm space.

The air conditioners may be run at any time, since their power comes from another source. This does not mean you can use the air conditioner power for other things, however (they are 220v). To turn on, press Power, then select the setting you prefer. Please turn them off when you leave.

Closets

There are a total of five closets. The cleaning supply closet, lighting closet, chair storage closet, tables/fans storage closet, and the long term prop and valuables closet. Ask about closet use for your situation.

The farthest closet from the risers locks. The key is a silver skeleton key that hangs in the dressing room, and must always be put back there. Any Linkage renter can store small props in the third closet, and it is best if those props are labeled with a name. Tables can be found here. The second closet has fans and the stereo that anyone can use. Again, items left over long terms should be labeled with a name. We periodically clean out the closets and discard unnamed items. The chairs closet contains more storage, paper goods, and long-term renters items. Box office personnel will do all set up and take down of chairs for a Linkage show.

Risers

The bottom risers must always be kept clear, except during a rehearsal or show. The top two rows of chairs always stay, and must stay tied together. The steps must always sit along the banister on each set of risers. A ground row of chairs is allowed. Audience may also sit on the top riser bench house right.

When fully set up, Links Hall seats about sixty two people. A seating plan is posted on the door to the tech booth.

The second riser on the house right side has one movable chair along the banister to make room for a camera person.

Non-Stage Lighting

Located to the side of the audience door, the vertical dimmer switch controls the house lights, and the rotating switch controls the work lights. *These are all of the lights that Renters are allowed to use.*

Each switch must be pushed until it clicks to turn the lights out completely.

The side hall and bathroom lights are all controlled by one switch. It is located above the radiator outside the men's bathroom. These lights may be off during a show to lessen light bleed, but must be turned back on during intermissions and after each show is concluded.

Other

The school desk, chairs, fans, and cd boom box are for everyone's use. However, the desk and stools are for box office use during shows.

Fire extinguishers live downstage left, in the tech booth, and in the dressing room. You absolutely may not unplug the exit signs, but you may put blue gel over them.

The small tv/vcr in the third closet is for everyone's use. Please lock it up when finished.

In a pinch, the space under the house right risers may be used to store large props. Please ask before using it.

Frequently Asked Questions

Can I use the sound system that is in the booth?

Yes, if you have gone through the technical orientation with Francesca, and have your own tech cabinet key.

Can I leave _____ here overnight?

You may leave small props in the second or third closet, as long as there is a name on them. *Unnamed items may be discarded.* Linkages may leave large items in the closets or dressing room during their tech week. The third closet and dressing room lock, but we do not assume responsibility for your property. Any other situations must be arranged with Francesca.

Where can I find tape?

Gaff tape, the 2" wide woven tape, can be found on the tech closet hooks, above the refrigerator, or in the drawers of the booth. Gaff, spike, and scotch tape are the only adhesives allowed, and please use ours sparingly.

Where are the curtains for the doors?

The stage door curtain is on top of the cabinet in the tech/lighting closet. The drape that creates a backstage area lives in the dressing room, and will be hung by the House Manager.

Why aren't the window curtains fitting?

The curtains fit only to the window with a corresponding number. The window closest to the risers is number one, and the window farthest is number six. The numbers can be found on the tab along the bottom of the curtain panel.

Do I need to set up or take down the audience chairs?

No, the box office personnel will do that.

Do I have to clean the space?

Yes. The entire space should be as clean if not cleaner than when you arrived. Full garbage can go in the alley dumpster to the east of the building. Extra garbage bags are in the first of the three closets. You will be charged a rate of \$25 per hour for cleaning if the space is left unclean.

Do you have a dust mop?

Yes, it lives in the cleaning supply closet, on your left as you exit through the side door.

The toilet paper/paper towels are out, do we have to buy more?

No. There are extra supplies in the first closet or under the sink in the bathroom.

How do I turn the radiators on/off?

Follow the arrows on the round brass handle.

FAQ continued

Where is an outlet/extension cord?

There are three outlets that you may use. One is by the side exit/stage door, one is all the way upstage right, and one is the orange extension cord labeled “Regular Power” sitting behind the upstage radiator. Do not plug anything into the wall outlets near the ceiling by the lighting pipes because they are for the lighting system. Extension cords running from the lighting pipes will give you dimmer power which is not for use by anything except stage lighting.

Please be very careful about overloading the power of the space. Every time a circuit blows, it gets weaker.

Extension cords are in the tech closet. Please tape down cords that run across walkways.

Can I plug my (non lighting instrument) into the dimmers or the outlets the dimmers run to?

NO! Anything not built to be dimmed, such as a projector, will be destroyed by the dimmers. Also, the dimmers should have their own outlets for the sake of safety and flexibility.

Does Links Hall have air conditioning or fans I can use?

There are two air conditioning units in the performance space. There are box fans in the second closet for everyone’s use. Please always switch the AC and fans off when you leave the space.

Can I hang _____ from the ceiling?

You may hang lightweight objects from the existing hooks or tape them up. You may not put in new hardware, hang anything heavy (10 lbs. or more), or swing anything without express permission of Francesca. **THIS INCLUDES PEOPLE.**

Hanging objects must not be in the way when not in use.

Can I put things on the walls?

Yes, as long as you use existing or approved means of attaching it.

What do I do if something is broken or doesn’t work?

Read the Problems/Solutions page of the Handbook. If something is or gets broken, leave a note in the office and a message for Francesca.

Who do I talk to if _____?

Contact Francesca with any technical questions or problems and Roell Schmidt for contract questions.

What do I do before I leave?

See the before and after show lists for this information. Generally, make sure that everything is off, closed, clean, and locked.

Pre-Show Checklist

1. Use Sheffield entrance for load in
2. Unlock booth cabinet and take out light board, connect board to mic cable
3. Plug in cables labeled A and B (2 each) under booth table
4. Turn on power strip A (the dark green one), and blue clip light
5. Take mixer out of cabinet; turn on cd player, mixer, equalizer, and amplifier in that order
6. Turn off booth light
7. Turn off intercom buzzer (along side of phone base, yellow arrow shows you where)
8. Hang stage door drape
9. Set windows and curtains as needed
10. Turn off work lights
11. Set fans or radiators as needed
12. Turn off side hall light (if desired, and only just before the show starts or the bathrooms will be dark)
13. Check with House Manager before you start the show

Post-Show Checklist

14. Turn off sound system (reverse order of turning the system on), store mixer
15. Turn down stage lighting, Master to 0, unplug A and B cables
16. Unplug light board, store
17. Lock booth cabinet
18. Move everything off of dance floor and first risers
19. Make sure box office puts away ground and first row of chairs
20. Hang window curtains if not hung and remove stage door drape
21. Shut windows
22. Turn on radiators or turn a/c off, in season
23. Make sure last closet is locked and skeleton key is on its hook in dressing room
24. Lock metal door (push button in)
25. Turn on intercom
26. Clean space, dressing room, and bathrooms as needed, dust mop dance floor
27. Take out garbage if needed (dumpsters are in alley off Newport)
28. Turn off all lights all the way
29. Make sure everything is closed and locked

Thank you for cleaning the space for daytime rehearsals and classes.

Thank you for helping Links Hall maintain security and good relationships with other tenants and our landlord.

Strike Checklist

In addition to all Post Show Checklist items, please remember to:

1. Remove all personal and project related items from the booth, studio, closets, bathrooms, and dressing room
2. Replace the gels to the box in the booth and restore lights to the rep plot (at the back of this handbook) Replace tools to the tech closet
3. After locking the space, leave keys in the dressing room and close the locked door.

Problems and Solutions

What do I do if the lights go out?

a. If just one or two lights won't work or go out while you're using them, it's probably a small problem.

- * Check to make sure all connectors are completely plugged in.
- * Then check the lamp to make sure it didn't burn out. Be careful, it might be hot! If there's no burn mark on the glass and you can't see the filament, shake the lamp gently. If you hear pieces rattling around inside, the filament has burst.
- * In this case, you will need to replace the lamp. Extras are in the cabinet in the tech/lighting closet. If there is not exactly the same lamp, do what you can. No matter what, leave a note or message for Francesca about what happened. You're not in trouble, I just need to know!
- * If the lamp seems fine, try replacing the cord running to it.
- * If it's still not working, check over the whole instrument. If multiple lights from the same dimmer are out, you may have blown a dimmer fuse.
- * If it seems to be the dimmer, call Francesca unless you KNOW how to replace a dimmer fuse. It is rare to blow a dimmer fuse just because it's old. You may have overloaded it. Call Francesca or replace with fuses that are in the booth, in the top drawer of the booth filing cabinet.

b. If a lot or all of the lights are out, you need to check a different sequence of possibilities.

- * Turn everything off. This includes projectors and fans.
- * Make sure it's not a building-wide power outage.
- * Make sure the light board is plugged in. This is the only way to control everything plugged into the dimmers.
- * Unplug lights or equipment. You probably have overloaded the space! Check the tech specs to see what might have gone wrong. Make sure you have the right amount of power draw for the space. When in doubt, use less than you think you should.
- * Get the basement key from the tech booth cabinet (it's hanging on a rubber band), the circuit maps (attached to handbook), and a flashlight. Tell someone to stand by an open side window.
- * Go out the Newport door and behind the building. You will see the windows to the space - below them is a set of stairs. Go down them. To your right there is a door. Unlock the door with the key you brought. Watch your head as you go in. The light switch is directly to your left.
- * The circuit boxes are forward and to the left. Follow the circuit maps to our boxes. We do not have circuits in boxes A, B, C, or D, our circuits are in the first big box.
- * If any breakers are flipped, switch them back on.
- * Talk to the person at the window. Tell them what to turn back on to see if things are working.

What if I can't get any sound to work?

- * Check that everything is on. Power strip A, in-cabinet power strip, cd player, equalizer, and amplifier.
- * Check that you have the correct volume turned up, including the mains.
- * Read the notes that are taped in the booth. Make sure the turntable button is not pressed.
- * Check all of the connectors to make sure they are all in tightly. DO NOT unplug anything or switch anything around! *If it's still not working, call Francesca. If you can't reach her, try

turning everything off in order, then back on. Still no luck? Send Francesca a text message: her number is in the booth on the posted contact list.

Ask us questions & let us know

If you have questions that aren't answered in this Handbook, please contact Francesca via email at frandb@gmail.com.

It is also helpful for us to have advance notice of any special needs or plans you have. For example:

* Links Hall has a limited amount of storage space, and only one closet that locks. Will you be bringing any large items (such as props, musical instruments, or projection equipment) that will need to be stored overnight? (Note: the performance space floor needs to be cleared of your props and equipment after each rehearsal and performance.)

* The space has white painted walls with a wooden dance floor. Will you be attempting to alter this in any way?

* Are you planning to hang any equipment or props from the ceiling? Please provide details, as there are weight limitations we may need to assess.

* Are you bringing in anything that will draw extra power from the space (such as a projector, computer, dvd player, or special lighting)?

* Links Hall typically seats 62 people, and all seats are on risers along one wall; the front row of seats is typically on the performance floor. Will you require any special or different seating arrangements? It is important that Links Hall establishes your seating capacity in advance of taking reservations for your performances.

Always remember:

Linkage artists are required to set up a technical orientation with Francesca, the Technical Director. NOTE: YOU WILL NOT BE ALLOWED ACCESS TO LINKS HALL'S TECHNICAL BOOTH UNTIL YOU HAVE GONE THROUGH THIS ORIENTATION

Box office staff will be provided by Links Hall for each show. However, Linkage artists are required to also provide one person to tech/stage manage your event.

Our dressing room does not accommodate a large cast, and is not separated by gender. There is no shower in the building.

Many thanks!