



## **Crawford Theater Handbook**

**Emerson Center for Arts & Culture  
111 S. Grand Ave.  
Bozeman, MT 59715  
406-587-9797 (101)**

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## **Welcome to the Emerson's Crawford Theater!**

The Emerson School was purchased from the Bozeman Public School District in 1992. In May 1993, the Emerson opened its doors to the public. The Crawford Theater has been the site for the performing arts (dance, opera, symphony), films, lectures, fundraisers and much more. Thank you for choosing the Emerson as the location for your event!

### **Scheduling:**

To schedule your event in the Theater, please contact the Director of Operations at (406) 587-9797 (101) or [renee@theemerson.org](mailto:renee@theemerson.org).

**The Green Room and Lobby are both included with the Theater rental.**

### **Green Room:**

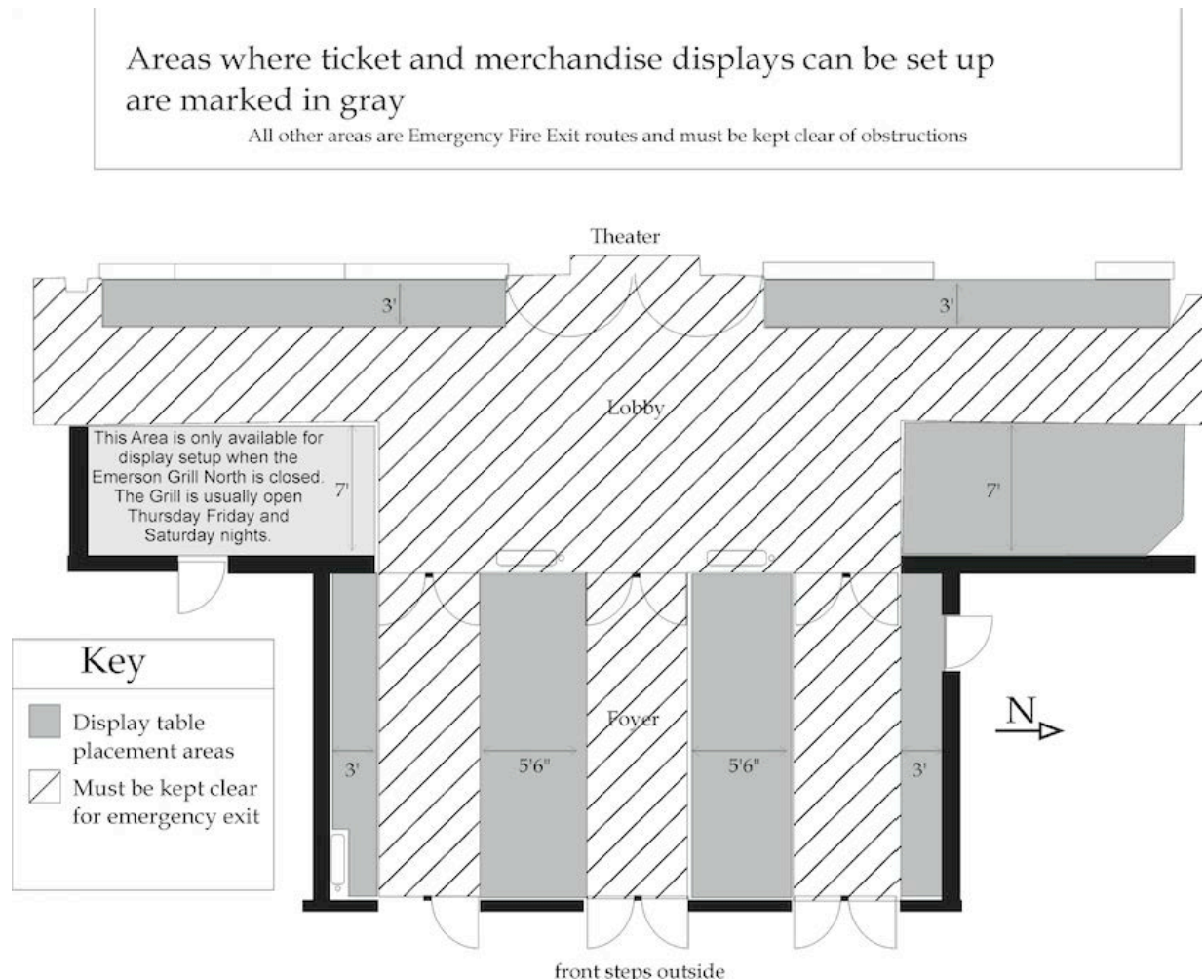
Amenities include:

- Lighted make-up counter
- Microwave
- Private Restroom
- Full Length Mirrors

Food and alcohol are permitted in the Green Room. Please be sure to keep the door to the hallway/stairwell closed and locked during the event. If this door is left open it allows free access to your event, the backstage and theater.

**Lobby:**

The Lobby is included with the theater rental. Please note, the lobby is also a gallery space. Renters must respect the artwork as they would in a traditional gallery. Artwork will not be touched, moved or removed. Nothing can be attached or adhered to the walls. Freestanding displays, easels and plexis are permitted.

**Technical Planning:**

You are required to have an Emerson technical person work with you and be present during all events. Please contact the Theater Manager, at (406) 539-7764, or [tech@theemerson.org](mailto:tech@theemerson.org) to coordinate your technical needs.

Your event is important to us. We have many theater supplies in stock but we don't have everything. For instance, you may require a special color of lighting gel for your event. If you have special needs, please communicate as soon as possible so we can make arrangements accordingly for your production. Please note, technical support must be

scheduled a minimum of two weeks in advance of performance date in order to ensure that technicians and equipment can be procured and reserved for your event.

Following the initial planning, a production has three general phases: load-in and setup, the performance, and the strike. When planning your event remember to take into account the full picture of what is needed. Set changes take time, bringing a band onto stage takes time. The set up phase often takes more time than expected. When planning your event, please coordinate directly with the Emerson's Theater Manager to ensure enough time is allotted for set and/or band changes.

Performance time should be simple, efficient, and easy. If you require music as part of your production, please have the music consolidated on one source (such as a thumb drive) in the proper order and at a consistent volume.

**Rules and Regulations:**

***\*\*A detailed list of the rules and regulations will be included with your contract.***

**Compliance with Rules:**

All those using the Crawford Theater must abide by all the Emerson's rules and regulations. Failure to do so may result in the cancellation of your event.

**Crowd Control and Safety:**

Safety is our number one priority. It is imperative to adhere to fire code when placing chairs, tables, merchandise, displays, etc. All pathways must be clear of everything including; tables, chairs, and people. During book signings and double showings, all waiting lines must be kept out of the lobby and foyer area. Waiting lines for a second show are to be formed outside of an outside door; ushers (provided by the promoter) should assist in clearing out the house and exiting patrons from the theater.

**Security:**

Rocky Mountain Security guards are required for events. The number of guards required for your event will be specified on your rental contract. Rocky Mountain Security requires a 72-hour notice prior to any event. The rate will be \$28/hour per officer. A notice given less than 72 hours prior to any event will increase the rate to \$32/hour per officer. Please note, these rates are set by Rocky Mountain Security and are subject to change. Please contact Rocky Mountain Security at #406-388-9380 directly to contract for these services.

**Food and Beverages:**

Food and or drinks are NOT allowed in the theater, with the exception of bottled water, unless you have made arrangements with the Emerson office and it is stated in your contract.

**Fire Exits:**

There are two ways to exit the theater in case of an emergency.

1. Through the front theater doors.
2. Through the exit door on the right side of the house.

Check to make sure that the path to this door is free of obstructions and that it is accessible, There must be a clear path from the door through the ballroom to the exit on the north side of the building.

**Posting Signs:**

No tacks or nails should be used in the woodwork. Only low tack tape such as blue painters tape is allowed. Please be extremely careful with the paint and woodwork. The woodwork and paint are easy to damage and you will be charged for any damage.

**Liability**

Inform on site Emerson staff of any damages. You will be responsible for all damages to the premises.

**Parking:**

Confirm with us the arrival time of the equipment bus/truck, and the time needed for load-in/load-out at least a week in advance. We need to reserve space in the parking lot for this purpose.

**Ticketing:**

Clients are responsible for providing ticketing for their own events. The Emerson will provide a link on a website directing patrons to your ticketing link.

**Seating:**

**The full house capacity is 727 people:**

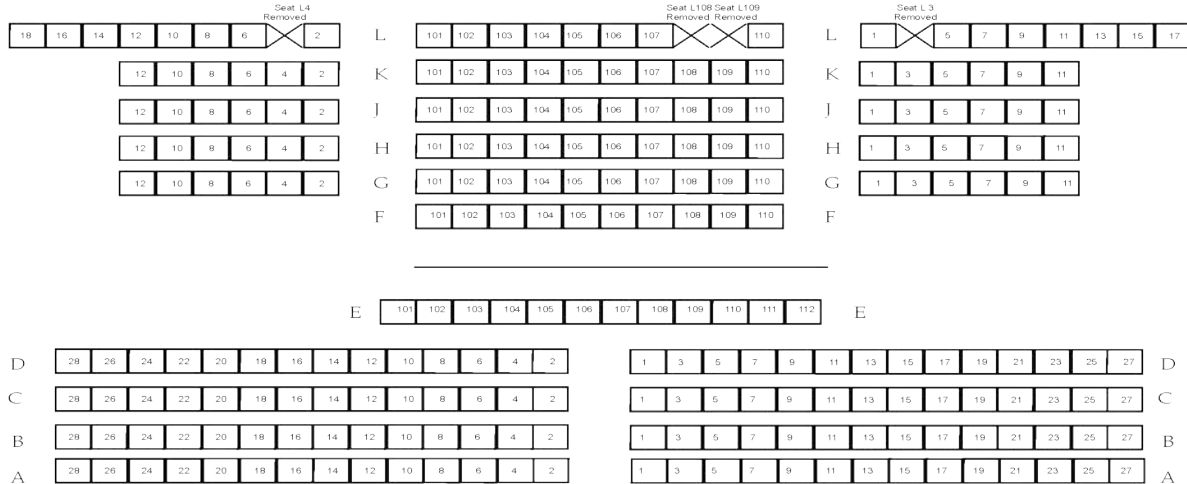
**Main floor: 481**

**Balcony: 246**

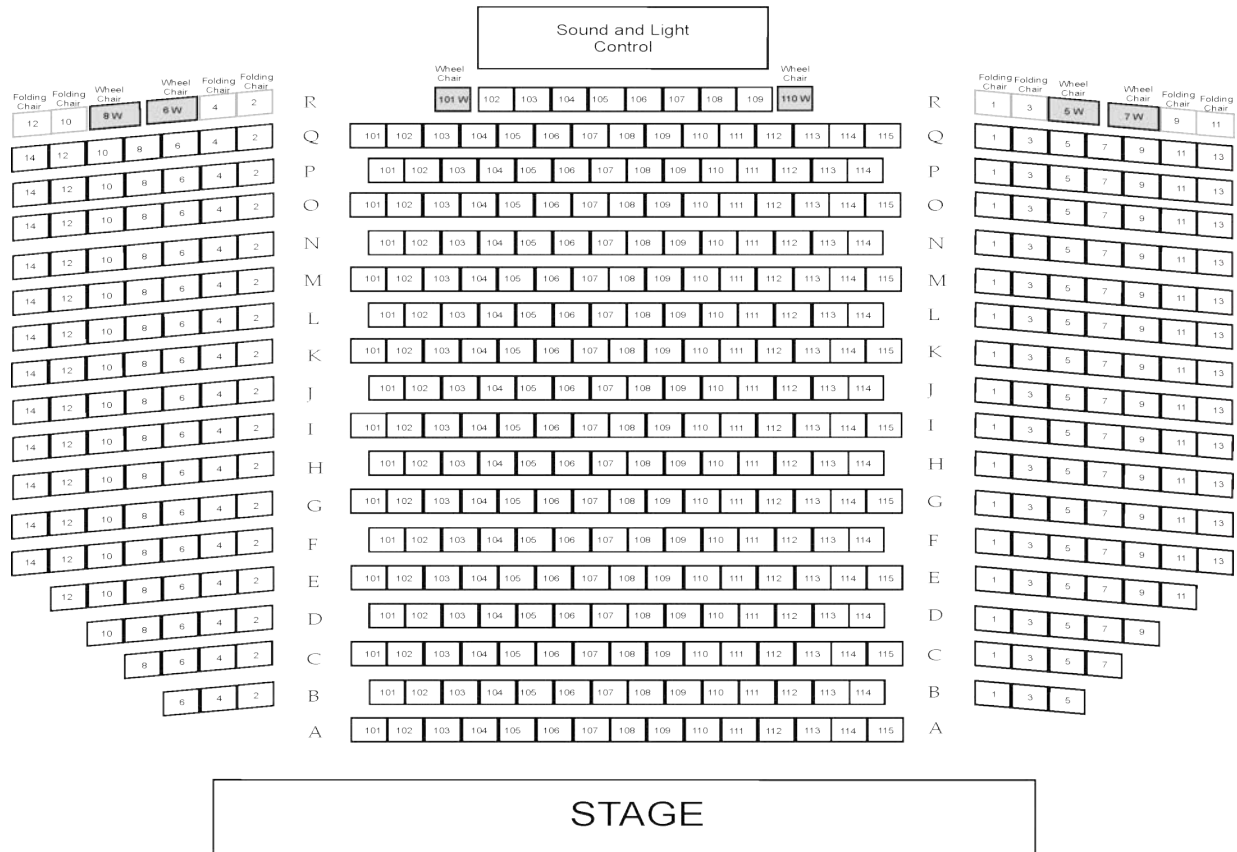
Fire code requires you to make sure that people seated in the balcony don't end up on the main floor of the house and visa versa. In order to achieve this we suggest the following methods:

1. Balcony and main floor could be ticketed separately with different colors.  
You could make balcony tickets a different color or mark the ticket stub with a "B" for balcony tickets.
2. A mark such as a stamp on the ticket or the patron could be used to differentiate between the floors
3. Wristbands are available to purchase through the Emerson's office. Please let us know if you are interested in purchasing wristbands for your event.

## BALCONY



## Main Floor



Upper Balcony 122    Lower Balcony 124    Balcony Total 246

Right (116) and Left (116) Total 232 (includes 14 added folding chairs on each side)

Center Section 257  
Main Floor Total 481

Theater Total 727

**Balcony:**

The balcony may be rented for an additional cost.

Please note, the following 4 seats reflected on the seating chart in row LL do not exist:

Balcony Row: LL Seat: 4

Balcony Row: LL Seat: 3

Balcony Row: LL Seat: 108

Balcony Row: LL Seat: 109

**Orchestra seats:**

12 seats in the lower house left part of the main floor are removable to facilitate a small orchestra. These seats when removed, lower the number of seats available for sale. When the orchestra seats are removed, please make note that these seats no longer exist for sale to the public:

Main Floor Row B: seats 1, 3, 5

Main Floor Row C: seats 1, 3, 5, 7

Main Floor Row D: seats 1, 3, 5, 7, 9

**Wheelchairs:**

There are six total wheelchair seats in the back row of Emerson's Crawford Theater. There are also folding chairs adjacent to each wheelchair seat for wheelchair companion seating. Please refer to the seating chart.

**Extra Chairs:**

Except to substitute for wheelchairs and the 14 chairs in row "R" as indicated on the seating map folding chairs may **not** be brought into the theater in order to add to the seating capacity.

**Ushers:**

Clients are responsible for providing ushers for their events. For the duration of an event, ushers must be stationed at the front theater door to check tickets and to provide clear egress from the theater in case of an emergency. For the duration of an event, clients are responsible for providing adequate personnel to man the main theater floor, and 2 balcony doors if necessary.

### **Theater Technical Specifications**

**Architecture:**

Proscenium Arch		26' 4" h x 31' 6" w
Main Valance stage	floor to the bottom of the valance	16ft
Black borders	floor to the bottom of borders	13ft
Max load in size with ramp		80" tall x 33 wide"
Max load in size with steps	four steps down from street level	80" tall x 56 wide"



<b>Stage apron:</b>	front lip to main drape	9'8"
Stage	main drape to upstage black	20'
Screen:	16' tall x 31' wide manual rollup	
Throw distances:	FOH to Screen	71'

### **Electrical:**

4 20 Amp circuits Edison outlets located stage right  
 1 20 Amp circuits stage left  
 1 20 Amp circuit 3 Edison outlets located under front lip of stage right, left and center  
 2 20 Amp circuits FOH 2 Edison outlets left and right  
 70 Amp Sub panel w/20t lug connects  
 125 Amp sub panel w/20t lug connects

### **Fly-System:**

The Fly System and fly loft is available only through our Theater Manager and should not be accessed without permission. The current fly system is a dead hang system. Only lightweight drops or scrims can be flown on two wooden battens remaining from the old system. They are: one downstage batten is approx. 10' upstage from the main drape, and, one upstage batten is about 4 feet downstage from the back black curtain. Again, contact the Theater Manager if you need to fly anything.

### **Grand Piano:**

The grand piano may be rented for your event. If you wish to use the piano, please contact our Operations Manager for details.

Please note, the piano is not to be used as a table. **Please do not let anyone set anything on top of the grand piano.** The piano is not to be opened or played without a usage contract specifically for the piano.

### **Adagio Marley Floor:**

Dimension: 31'5" x 20'

If you wish to use the Emerson's Marley floor, please coordinate directly with Mike. The cost for the use of this floor will be \$150.00

### **House Lights:**

There are 2 switches for the house lights. One is located to the left of the main house door and the other is to the south side of the rear stage door. Lights can be set to any one of 5 settings. Please use the lowest setting possible for your event.

The settings are as follows:

1. Work lights. This is the lowest setting.
2. Add progressively more light and include the mercury vapor lights that take 5 minutes to warm up and if turned off have to cycle down and reset before coming back on.

3. Add progressively more light and include the mercury vapor lights that take 5 minutes to warm up and if turned off have to cycle down and reset before coming back on.
4. All the theater house lights on.
5. OFF

If more detailed house lighting setups are needed they can be programmed in to the system please contact the technical director for information and programming of the remote interface located in the Front of House (FOH) lighting position.

### **Theater Lighting system:**

The theater lighting system is only to be operated by an Emerson theater technician, you must arrange to have an Emerson technician available to setup and run the lighting system for your event.

Shows that travel with an LD (lighting director) must contact the Emerson's Theater Manager to discuss interfacing with our system.

There is a per day usage rate charged only when the rig is in use at rehearsals and during performances.

### **Basic lighting categories:**

Category 1 is just a single area of light for a lecture etc.	no charge
Category 2 is a single wash of white	\$100
Category 3 is the full lighting rig	\$180

Specific lighting designs and cues must be worked out in advance of any dress rehearsals or performances. Make sure to contact the Theater Manager well in advance of your show. Also, remember to schedule enough time for lighting concerns.

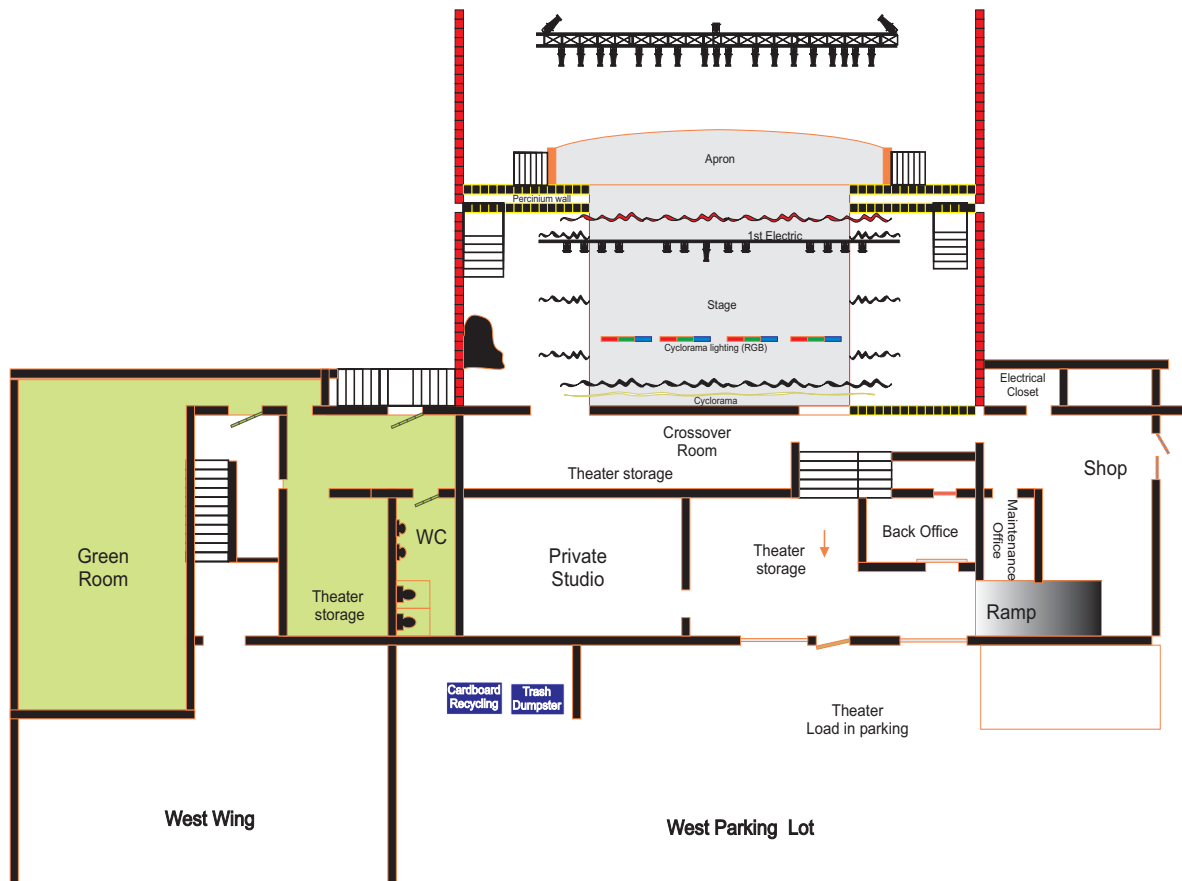
Lighting Equipment: ETC Sensor+ dimming system (currently 48 channels)

Control: ETC Express 48/96 console

### **Instruments:**

2	19°	ETC Source 4 Ellipsoidal	575w
10	26°	ETC Source 4 Ellipsoidal	575w
10	36°	ETC Source 4 Ellipsoidal	575w
2	50°	ETC Source 4 Ellipsoidal	575w
4	CYC	Altman 3-Cell SKY-CYC light	750w x 3
16	PAR	ETC Source 4 PAR-EA	575w
12	PAR	Blizzard Lighting Tough-PAR rgbaw	LED 8w

## Stage Diagram:



### **Sound System:**

The Emerson has various small sound systems that are available for rent within our facility. The prices below are a general guideline to pricing. These configurations can be added to if need be. You must contact the Emerson Theater Manager to make arrangements to rent any of these house sound systems.

Sound system #1 *small system with one speaker* \$35.00

- 1 Peavey PA amplifier
- 1 small speakers
- 1 Sure Beta 58 microphones
- 1 microphone stand or table mic stand
- X necessary cabling

Sound System #2 *small system with 2 speakers* \$50.00

- 1 JBL PA amplifier
- 2 small JBL speakers
- 2 Sure Beta 58 microphones
- 2 microphone stands
- X necessary cabling
- X add 2 monitors to this rig for \$25

Sound System #3 *big system with subwoofers & monitors* \$300.00 or more depending upon needs. (This is the theater sound system so it may not be available. Please be sure to check with the Theater Manager for dates and times)

- 1 Bheringer X-32 digital mixer
- 2 JBL MRX 510 speakers
- 1 Peavey 2040 Amplifier
- 2 RCF Sub woofers
- 1 16 channel Snake with 4 return channels
- 4 Sure Beta 58 microphones
- 4 12" RCF NX series monitors
- 1 15" RCF NX series monitors
- 6 Sure 57 microphones
- 4 microphone stands
- X necessary cabling

**For larger events a sound company should be used to fulfill your needs.**

We recommend these sound and lighting companies:

Moon Over Montana      Jerry Mullen      406-580-1041

Varied size QSC Line array: Excellent Line array system.

Semi-Pro Audio                      Rich Robisco                      406-595-1076

Any size Meyer rig: (not a line array) this is a great sounding rig and can handle any large show. Parts of it may be used for sound reinforcement with the house system.

Jericho studio                      Jeremiah Slovarp                      406-539-4100

D&B Line Array, Various rigs, moving lights:

## **Video Projection System**

### **Video extender:**

This allows you to send HDMI output from your laptop on the stage to the video projector at the Front of House (FOH)

Rental price \$10 per day

Max Resolution 1024 x 768, 1080p

Status Indicators Power, active

Expansion / Connectivity Interfaces 2 x display / video - VGA - 15 pin HD D-Sub (HD-15) <sup>a</sup> 2 x audio - line-out - mini-phone stereo 3.5 mm

### **Oppo BDP 103 Blu-ray player:**

Disc BD-Video, Blu-ray 3D, DVD-Video, DVD-Audio, AVCHD, SACD, CD, HDCD, Kodak

Types Picture CD, CD-R/RW, DVD±R/RW, DVD±R DL, BD-R/RE

Analog Audio: 7.1ch, 5.1ch, stereo.

Coaxial/Optical Audio: Dolby Digital, DTS, up to 2ch/192kHz PCM.

HDMI Audio: Dolby Digital, Dolby Digital Plus, Dolby TrueHD, DTS, DTS-HD High Resolution and DTS-HD Master Audio, up to 7.1ch/192kHz PCM, up to 5.1ch DSD.

HDMI Video: 480i/480p/576i/576p/720p/1080i/1080p/1080p24/4Kx2K, 3D frame-packing 720p/1080p24.

HDMI Audio: Dolby Digital, Dolby Digital Plus, DTS, AAC, up to 5.1ch/192kHz or 7.1ch/96kHz PCM.

HDMI Video: 480i/480p/576i/576p/720p/1080i/1080p/1080p24/1080p25/1080p30, 3D frame-packing 720p/1080p24.

MHL Audio: Dolby Digital, Dolby Digital Plus, DTS, up to 5.1ch/192kHz PCM.

MHL Video: 480i/480p/576i/576p/720p/1080i/1080p24/1080p25/1080p30, 3D frame-packing 720p/1080p24.

**Screen:**

16' tall x 32' wide perforated white manual rollup

Throw distances:

Balcony to Screen	52'6"
FOH to Screen	71'
Projection Booth to Screen	87'6"

It is 81' from the back wall of the Theater to the screen.

**Projector:**

Our projector is a Barco DP2K-10Sx, which is a fully DCP compliant projector. It will also accept an HDMI input.

For the best possible image and sound quality, format your film in DCP format in either scope or flat. We have a Dolby 5.1 sound system. The DCP files are ingested into the media block server and must be on one of the following formats:

- USB drive formatted to NTFS format
- NTFS formatted USB thumb drive
- SATA drive that will plug into our power/data unit.

Please note, DCP files require up to 4 hours to ingest into the server. These files should be delivered **at least** 24 hours in advance of your event.

Blu-Ray discs are played through our Oppo Blu-ray player. We highly recommend DCP format if possible because it produces the best image and sound.

**Since there are so many different possibilities for formatting size we highly recommend doing contacting Mike Weix to arrange a technical check meeting prior to your event.**

**ADA Accommodation:**

The following assistive devices are available upon request:

**Listening:**

- Headsets amplify the film's audio
- Wearable closed caption glasses provides a written display of the film's dialogue
- Cup holder device provides a written display of the film's dialogue

*Please note, not all titles are made available by studios with captions and/or audio descriptions. Look for films with audio description or closed captioning icons.*

**Vision:**

- Headset delivers personal narration throughout the film

**Contacts:**

Mike Weix, Theater Manager

406-539-7764

[tech@theemerson.org](mailto:tech@theemerson.org)

Renee Stephens, Director of Operations

406-587-9797 (101)

[renee@theemerson.org](mailto:renee@theemerson.org)