

## Ardrey Memorial Auditorium



# ARDREY MEMORIAL AUDITORIUM

## TECHNICAL SPECIFICATIONS

Our goal at Ardrey Memorial Auditorium is to provide the best in entertainment production in Northern Arizona.

Ardrey Memorial Auditorium is the largest indoor performance venue in Flagstaff with a seating capacity of 1,350 people. The auditorium is managed by the College of Arts and Letters on the campus of Northern Arizona University and is a multiple-use venue including touring shows, major dance companies, orchestras, pop music concerts, opera performances, political debates, lectures, and College of Arts & Letters/School of Music events. The auditorium was constructed in 1973 and had interior renovations in 1997, 2005, and 2012 including the expansion of the lobby, adding handicapped accessible seating, and a new loading dock.

Listed in this packet are the technical specifications for Ardrey Memorial Auditorium.

### CONTACT

Auditoria@nau.edu

### SHIPPING/MAILING ADDRESS

Ardrey Memorial Auditorium  
1115 S. Knoles Dr. RM 290A #6040  
Flagstaff, AZ 86011

# STAGE

## **Stage Dimensions:**

- Proscenium - 54' wide, 26' high, 2' 6" deep
- Stage is 39' deep and 66' wide US of fire line
- Cross over is 3' 4" wide between US edge of stage and storage
- Stage depth is 57' from center of the apron.
- Stage height is 2' 9" from Row A floor
- Apron depth is 17' 2" from fire line to downstage edge
- Distance from House mix position to fire line is 106'

## **Wing Space:**

- Stage right: 18' 8" x 31'
- Stage left: 10' x 41'
- Much of the wing space is used for storage

## **Orchestra Pit:**

- Dimensions 12' x 43' 6"
- Access to pit are steps on both stage right and left
- There are baffles between the pit and trap room as sound proofing.
- Pit cover consists of 24 platform sections, manually assembled and only two (2) levels (stage and 10' below stage level). To remove the pit cover, 1 month notice to the Technical Director and an extra day must be added to the load in and load out

## **Stage Floor:**

- The stage floor is hardwood laid over concrete with no sleepers. Floor is not resilient.
- Floor is 66' x 39' 3" painted black
- Four (4) 3' 1" x 7' 1" traps. One month notice must be given to have any traps removed.
- The floor may be drilled or screwed into with prior approval. Additional costs will be assessed to fill any holes.
- A 60'W x 42'L black dance floor is available.

## **Grid Height:**

- Height of grid is 60' from deck to top of grid surface.

# HOUSE

## **House Dimensions:**

- 88' from lip of stage to back wall on orchestra level
- 108' from lip of stage to back wall in balcony

## **Seating:**

- Lower Orchestra Level: 941
- Balcony: 385
- Total: 1326
- Wheelchair access: Orchestra Level: Row F & X; Balcony: Row D

# POWER

- Two (2) 400 amp 3 phase located on up stage right wall
- One (1) 100 amp 3 phase split off one of the 400 amp boxes
- Connections are designed for bare wire/tails
- House does not provide feeder cables
- Ardrey Auditorium staff must be notified at least 7 days prior to the requested hook up time. Hookup and disconnect must be performed by a Northern Arizona University electrician for which a service charge is assessed. Without advance notice, hookup at the desired time cannot be guaranteed.

# LIGHTING

## **Dimmers:**

- (312) ETC Sensor 3 2.4Kw dimmers

## **Control:**

- Lighting Control Board: ETC ION XE 20
- Board has two (2) 24" touch screen monitors
- The console position is located at the rear center of the house. See seating chart.
- A permanent table 3' 6" x 5' is provided for console
- Additional ETC Net 3 Ports are available throughout the building.

## **Unison Paradigm Architectural Control System:**

- One (1) permanent panel Stage Right
- One (1) mobile panel that connects via 5 pin auxiliary ports; typically located at lighting console
- House Light/Run light/Work light presets
- Various presets for commonly used settings

## **Hanging Positions:**

- Balcony – 82' throw to fire line at center
- FOH - 60' throw to fire line at center
- Left & Right Box Boom - 68' 9" throw (top), 61' 6" throw (bottom) to fire line at center

## **Color/Gobos:**

- Ardrey Auditorium has a selection of gel from Rosco, Lee, and Gam. Please contact the Technical Director 2 weeks in advance to make sure that we have the color you need in our inventory.
- Ardrey Auditorium has an assortment of metal gobos. Please contact the Technical Director 2 weeks in advance to make sure that we have the gobo you need in our inventory.

## Lighting Equipment Inventory:

| Fixture                    | In Use | Available | Total |
|----------------------------|--------|-----------|-------|
| ETC Source 4WRD            | 38     | 0         | 38    |
| ETC Source 4               | 77     | 24        | 101   |
| ETC Source 4 5° lens tube  | 10     | 0         | 10    |
| ETC Source 4 10° lens tube | 19     | 4         | 23    |
| ETC Source 4 14° lens tube | 10     | 6         | 16    |
| ETC Source 4 19° lens tube | 47     | 2         | 49    |
| ETC Source 4 26° lens tube | 2      | 2         | 4     |
| ETC Source 4 36° lens tube | 20     | 24        | 44    |
| ETC Source 4 50° lens tube | 7      | 2         | 9     |
| Source 4 PAR               | 60     | 8         | 68    |
| 8" Fresnel                 | 16     | 4         | 20    |
| 4 Cell Cyc Light           | 8      | 0         | 8     |
| Orchestra Stand Lights     | 0      | 45        | 45    |
| Strong 575 Follow Spot     | 0      | 2         | 2     |

| L5-20 Cable | In Use | Available | Total |
|-------------|--------|-----------|-------|
| 2-Fers      | 18     | 28        | 46    |
| 5'          |        | 24        | 24    |
| 10'         | 3      | 46        | 49    |
| 25'         | 6      | 26        | 32    |
| 50'         |        | 15        | 15    |
| 75'         |        | 3         | 3     |
| 100'        |        | 1         | 1     |

| Accessory                       | In Use | Available | Total |
|---------------------------------|--------|-----------|-------|
| Source 4 " A"                   | 0      | 20        | 20    |
| Source 4 " B"                   | 0      | 7         | 7     |
| Donut 6"                        | 0      | 2         | 2     |
| Source 4 Iris                   | 0      | 4         | 4     |
| DMX 5'                          | 0      | 1         | 1     |
| DMX 10'                         | 0      | 4         | 4     |
| DMX 25'                         | 0      | 2         | 2     |
| DMX 50'                         | 0      | 1         | 1     |
| ETC NET 3 Gateway-2 Port        | 1      | 1         | 2     |
| ETC NET 3 Gateway-4 Port        | 0      | 1         | 1     |
| M twist lock to F stage pin     | 0      | 13        | 13    |
| F twist lock to M stage pin     | 0      | 12        | 12    |
| M Edison to F twist Lock        | 0      | 5         | 5     |
| F Edison to M twist lock        | 0      | 21        | 21    |
| Orchestra Stand Light Stringers | 0      | 3         | 3     |
| 3-fer                           | 0      | 2         | 2     |
| 8' Lighting Booms               | 0      | 8         | 8     |

# AUDIO

## Mixing Console:

- Yamaha M7CL - 48 channel, 16 output

## Mixing Location:

- The permanent mix position is located at the rear center of the house. See seating chart.
- A permanent table 4' 7" x 9' 1" is provided for console.
- Additional snake path runs from downstage right and hung on the house left wall approximately 9' high.
- Snake Distance - 250'

## PA System:

### House Left & Right - Ground Stacked

- One (1) EAW KF-650isp per side
- One (1) EAW KF-695isp per side
- One (1) EAW SB-528 per side (sub)
- Crown Com-Tech Amplification

### Center Cluster

- (4) Yamaha S4115H
- Crown Com-Tech Amplification

**Note:** Ardrey Auditorium does not have rigging points downstage of the proscenium to accommodate the flying of PA speakers. All speakers must be ground supported.

## Stage Monitors:

- Ardrey Auditorium does not own a separate monitor console. Monitor mixes are controlled from the FOH console
- There are 4 monitor mixes available – individual mixes are limited to 4  $\Omega$

## Speakers

- Four (4) Bag End TA1200-CF (floor wedges)
- Five (5) Galaxy Hot Spots
- Ashly FTX Amplification

## Processing:

- BSS Soundweb London

## FOH Rack:

- Eight (8) Channels Shure ULX-D Wireless
- One (1) Marantz PMD580 solid state recorder
- One (1) Tascam CD-RW402 recordable 2 CD player
- One (1) Mac Mini for audio control and playback

## Recording:

- One (1) Neumann stereo microphone hanging over downstage apron
- Stereo recording only. No multi-track capabilities
- Recording quality is limited. For archival purposes only
- The recording mic is permanent and may not be removed - the height can be adjusted

**Sub Snakes:**

- Two (2) 50' 12 channel sub snakes [2 channels on one are unusable]

**Inputs:**

- Inputs 1-20 stage right at proscenium (there is limited slack in the line to allow for placement slightly onstage)
- Inputs 21-40 stage left at proscenium (there is limited slack in the line to allow for placement slightly onstage)
- Inputs 41-42 at house left box boom
- Inputs 43-44 at house right box boom
- Inputs 45-46 at center balcony
- 4 Monitor outputs on stage right at proscenium (same mixes as stage left)
- 4 Monitor outputs on stage left at proscenium (same mixes as stage right)

**Microphones:**

- Seven (7) Shure SM57
- Four (4) Shure SM58
- Three (3) Shure SM81
- One (1) Beta 57A
- One (1) AKG C3000B
- One (1) Shure KSM27
- One (1) AKG D112
- Two (2) AKG C460B
- Four (4) Crown PCC
- One (1) Crown PZM
- Two (2) Shure SM18B
- Two (2) Shure SM61
- Two (2) Countryman Type 85 active direct box
- Two (2) Whirlwind IMP Passive direct box
- One (1) Whirlwind PCDI Direct Box

**Wireless Microphones**

- Eight (8) channels of wireless microphones
- Two (2) Shure ULXD4Q Wireless Receivers
- Six (6) Wireless Shure ULXD2 handheld transmitters
  - Six (6) Beta 58A capsules
  - Six (6) SM 58 capsules
  - One (1) KSM 9 capsule
- Two (2) Shure ULXD1 body pack transmitter
  - Two (2) WL184 lavalier condenser microphones

**Microphone Stands**

- Nineteen (19) tall round base
- Seven (7) short round base
- Seven (7) telescoping booms
- Eight (8) fixed booms
- Five (5) tripod base
- One (1) kick drum stand
- Two (2) Bogen telescoping tripods – max height 12'6"

**Assistive Listening System:**

- Listen LT-800
- Belt pack receivers with earpiece.
- Some inductive coil loops available

**Monitor/Paging System:**

- Ceiling speakers in the dressing room areas. Volume knobs in the foyer and two large dressing rooms.
- Paging is available with advance notice

**Clear-Com:****Stations** - Channels A and B at each station

- Located at audio board, lighting board, stage right, stage left, fly rail, mid rail, loading gallery, follow spots, house left and right booth, orchestra pit, and FOH catwalk.
- Sixteen (16) belt-packs
- Eighteen (16) head sets
- One (1) speaker station

**NOTES: MAXIMUM 90dB VOLUME LIMIT.** Ardrey Management reserves the exclusive right to determine acceptable sound pressure and audio volume throughout the venue for all amplified performances. Without exception, measurable dB SPL may not exceed 90 C weighted on any occasion.

## FLY RAIL SYSTEM

Ardrey's crew is trained in the proper operation of our Fly Rail System. However, Ardrey does not have certified riggers on staff. Any rigging beyond normal fly rail operation requires outside riggers to be hired in. Advance notice is needed to arrange this.

**Line Set:**

- Single Purchase – operated at stage level on stage right

**Loading Gallery:**

- Located above lock rail and accessed by staircase up stage right

**Extra Drapery:**

- One (1) black scrim - 60'W x 28'H
- One (1) white poly-muslin cyclorama – 45'W x 30'H
- One (1) black border 6'x72' - no fullness

**Line Set Schedule on Following Page:**

- \* Permanent Position
- \* Travelers operate SR

## Ardrey Line Set Schedule

| Line Set | Purpose                   | Capacity (pounds) | Batten Width | High Trim | Low Trim | Distance from fire line | Notes                                                             |
|----------|---------------------------|-------------------|--------------|-----------|----------|-------------------------|-------------------------------------------------------------------|
| 1        | Valance*                  | 1200              | 72'          | 55' 4"    | 5' 4"    | 3"                      | 10'Hx72'W Brick Chenille/Avora Lining<br>50% fullness             |
| 2        | Grand*                    | 1200              | 72'          |           |          | 1'                      | 26'6"Hx40'W(x2) Brick Chenille/Avora Lining<br>50% fullness       |
| 3        | 1 <sup>st</sup> Electric* | 3600              | 70'          | 33' 9"    | 2' 7"    | 2' 5" - 4'              | 22" box truss/power assist motor                                  |
| 4        | Empty                     | 1200              | 72'          | 55' 4"    | 5' 4"    | 5' 4"                   |                                                                   |
| 5        | 1 <sup>st</sup> Canopy*   | 1800              | 72'          |           |          |                         | Orchestra Shell                                                   |
| 6        | 1 <sup>st</sup> Border    | 1200              | 72'          | 55' 4"    | 5' 4"    | 6' 10"                  | 10'H x 72'W, 22oz. Black Encore velour<br>50% fullness            |
| 7        | Projection Screen         | 1200              | 72'          | 55' 4"    | 5' 4"    | 7' 6"                   | 24'W x 13.5'H (16:9) or 24' x 18'H (4:3)<br>Front projection only |
| 8        | 1 <sup>st</sup> Legs      | 1200              | 72'          | 55' 4"    | 5' 4"    | 8' 9"                   | 28'H x 18'W(x2) Flat black                                        |
| 9        | DS Traveler*              | 1200              | 72'          | 55' 4"    | 5' 4"    | 9'                      | 27'H x 42'W(x2) 26oz. Black Prestige velour,<br>50% fullness      |
| 10       | 2 <sup>nd</sup> Electric* | 1800              | 60'          | 39' 9"    | 3' 2"    | 10' 6"                  |                                                                   |
| 11       | Empty                     | 1200              | 72'          | 55' 4"    | 5' 4"    | 11' 4"                  |                                                                   |
| 12       | Empty                     | 1200              | 72'          | 55' 4"    | 5' 4"    | 13' 2"                  |                                                                   |
| 13       | 2 <sup>nd</sup> Canopy*   | 1800              |              |           |          |                         | Orchestra Shell                                                   |
| 14       | 2 <sup>nd</sup> Border    | 1200              | 72'          | 55' 4"    | 5' 4"    | 15'                     | 10'H x 72'W, 22oz. Black Encore velour<br>50% fullness            |
| 15       | 2 <sup>nd</sup> Legs      | 1200              | 72'          | 55' 4"    | 5' 4"    | 16'                     | 28'H x 18'W(x2) Flat black                                        |
| 16       | MS Traveler*              | 1200              | 72'          | 55' 4"    | 5' 4"    | 16' 6"                  | 28'H x 40'W(x2), 22oz. Black Encore velour<br>50% fullness        |
| 17       | 3 <sup>rd</sup> Electric* | 1800              | 60'          | 39' 7"    | 3' 3"    | 18' 6"                  |                                                                   |
| 18       | Empty                     | 1200              | 72'          | 55' 4"    | 5' 4"    | 19' 6"                  |                                                                   |
| 19       | Empty                     | 1200              | 72'          | 55' 4"    | 5' 4"    | 20' 6"                  |                                                                   |
| 20       | Empty                     | 1200              | 72'          | 55' 4"    | 5' 4"    | 21' 6"                  |                                                                   |
| 21       | 3 <sup>rd</sup> Canopy*   | 1800              |              |           |          |                         | Orchestra Shell                                                   |
| 22       | 3 <sup>rd</sup> Border    | 1200              | 72'          | 55' 4"    | 5' 4"    | 23' 5"                  | 10'H x 72'W, 22oz. Black Encore velour<br>50% fullness            |
| 23       | 3 <sup>rd</sup> Legs      | 1200              | 72'          | 55' 4"    | 5' 4"    | 24' 4"                  | 28'H x 18'W(x2) Flat black                                        |
| 24       | Empty                     | 1200              | 72'          | 55' 4"    | 5' 4"    | 25'                     |                                                                   |
| 25       | 4 <sup>th</sup> Electric* | 1800              | 60'          | 39' 4"    | 3' 4"    | 25' 8"                  |                                                                   |
| 26       | Empty                     | 1200              | 72'          | 55' 4"    | 5' 4"    | 27' 9"                  |                                                                   |
| 27       | Empty                     | 1200              | 72'          | 55' 4"    | 5' 4"    | 29'                     |                                                                   |
| 28       | 4 <sup>th</sup> Canopy*   | 1800              |              |           |          |                         | Orchestra Shell                                                   |
| 29       | 4 <sup>th</sup> Border    | 1200              | 72'          | 55' 4"    | 5' 4"    | 31'                     | 10'H x 72'W, 22oz. Black Encore velour<br>50% fullness            |
| 30       | 4 <sup>th</sup> Legs      | 1200              | 72'          | 55' 4"    | 5' 4"    | 32' 5"                  | 28'H x 18'W(x2) Flat black                                        |
| 31       | Empty                     | 1200              | 72'          | 55' 4"    | 5' 4"    | 33' 6"                  | Cannot be used with cyc boxes tilted                              |
| 32       | 5 <sup>th</sup> Electric* | 1800              | 60'          | 39' 9"    | 3' 4"    | 34' 6"                  |                                                                   |
| 33       | Empty                     | 1200              | 72'          | 55' 4"    | 5' 4"    | 35' 5"                  | Cannot be used with cyc boxes tilted                              |
| 34       | US Traveler*              | 1200              | 72'          | 55' 4"    | 5' 4"    | 36'                     | 28'Hx40'W(x2), 22oz. Black Encore velour<br>50% fullness          |
| 35       | 5 <sup>th</sup> Canopy*   | 1800              |              |           |          |                         | Orchestra Shell                                                   |
| 36       | Cyclorama                 | 1200              | 72'          | 55' 4"    | 5' 4"    | 38' 2"                  | 39'Hx70'W Natural muslin, flat                                    |
| 37       | Empty                     | 1200              | 61'6"        | 54' 5"    | 5'       | 40'                     |                                                                   |
| 38       | Storage Pipe*             | 1200              | 72'          | 47'       | 5' 9"    | 43' 3"                  | Motorized and has work/run lights                                 |

# MISCELLANEOUS EQUIPMENT

**Chairs:** Wenger Musician Chair - charcoal

- 85 medium
- 10 large
- 9 small

**Music Stands:** (75) Manhasset M48 Symphony – black, metal; Ardrey does not have a conductor's music stand

**Conductor Podium:**

- (1) 43" x 38" x 6"
- (1) 32"x38"x6"
- The two may be stacked for a total height of 12"

**Platforms:**

- (26) 4' x 8' Wenger Versalite platforms
- (3) 4' x 4' Wenger Versalite platforms
- (90) 8" Legs
- (52) 16" Legs
- (33) 24" Legs
- (42) 32" Legs
- (6) 36" Legs
- (30) 40" Legs
- (30) 48" Legs
- (44) couplers (to combine leg sizes)
- (5) Guard Railings
- Various Chair rails available

**Step Units:**

- (4) One step
- (4) Two steps
- (2) Three steps
- (3) Four Steps

**Ladders:**

- One (1) Genie Lift model # AWP-30S
- One (1) Genie Lift model # PLC-30P
- One (1) 6' step ladder
- Three (3) 8' ladder
- Three (3) 12' ladder

**Note:** Only staff approved by the Technical Director may operate the Genie Personnel Lift or use ladders. All four (4) outriggers must be in operation at all times while in use.

**Acoustical Shells:**

- Eight (8) Wenger Legacy Classic recital shells
- 5 sets of Wenger orchestra towers and canopies configurable in 3, 4, and 5 sets
- 1<sup>st</sup> set of orchestra towers and canopies can be left out to accommodate use of the Grand Curtain, DS Traveler, projection screen, scrim, etc. (line sets 1-9)

- The towers are steel framed and are painted white. The performers can access the stage via 4 doors at stage right and left.

**Dance Floor:** A 60' x 42' black dance floor is available.

**Lecterns:** One (1) NAU logo wood finish

**Tables:**

- Nine (9) 3' x 6' plastic folding tables
- Two (2) 2' x 4' tables
- Two (2) 3' x 8' tables
- Assorted numbers of blue, black, and white table cloths available upon request

**Piano:**

- 2 – Steinway 9' Model D Concert Grand
- 1 – Austin Rank Organ
- All piano tunings must be performed by a School of Music or Auditoria piano tuner. Please notify the General Manager at least two (2) weeks prior to performance to schedule.
- The lids for all instruments housed in Ardrey cannot be removed except by the School of Music piano tuner. Please notify the General Manager at least two (2) weeks prior to performance to schedule.

**Choral Risers:** Seven (7) Wenger 4 Step Choral Risers

**Projection Equipment:**

- One (1) Christie LX1200
- One (1) Hanging Screen 24' wide and can be formatted for 4:3 (18' tall) or 16:9 (13'6") (Front projection only)
- One (1) laptop computer w/ Blu-ray capabilities for video and PowerPoint playback
- Computer connection made via VGA through VGA to Cat5 adapter
- Computer to projector connection stage right
- One (1) Perfect Cue Micro Clicker for remote control of PowerPoint presentations

## PRODUCTION

**Loading Dock:**

- Located on the Southwest corner of auditorium adjacent to stage door entrance.
- Trucks parks on a 7% grade
- Loading dock and ramp are lit. Portable lighting for inside of trailer can be provided.
- Loading dock is approximately 23' x 20' and is 38" from the ground.
- A 36" x 30" dock plate is available.
- A 8'1"L x 2'3"W equipment ramp is available.
- Ramp to stage level is approximately 70' x 10' with 8% grade moving down from the dock.
- Stage roll up door is located upstage left and 12' wide by 9' 6" high.

**Dressing Rooms/Wardrobe:**

- 4 rooms: 2 large, 2 small
- Clear Com feed in 2 large rooms
- Audio feed from stage to the lobby and 2 large rooms
- 1 Bathroom/No shower
- Cabinet with sink in dressing room foyer

- The foyer of the dressing room area is large and can be used by wardrobe. Ardrey Auditorium does not have access to washers, dryers, or steamers.
- Four (4) rolling costume racks

#### **Green Room:**

- There is no Green Room. The dressing rooms are comfortably furnished and the foyer outside of the dressing rooms can accommodate catering.

#### **Crew:**

- Ardrey Auditorium requires that there be a minimum of one Ardrey crew member present and on the clock for all set ups, rehearsals, and performances. Necessary house and stage crew numbers will be determined by the Auditoria management as needed for the smooth operation of the event.
- Although we will do our best to accommodate if requested, Ardrey cannot guarantee the same crew from shift to shift as most of our crew are students with intensive class schedules.
- Ardrey Auditorium is a non-union house. Production crews consist of trained NAU students and community members supervised by the full time Events Coordinator and Technical Director. There is no Yellow Card Union available in Flagstaff. The closest IATSE chapter is the Local 336 in Phoenix 145 miles away.
- All equipment owned by NAU will be operated by Ardrey employees unless permission is given by the Technical Director.

#### **Accessibility Access:**

- Elevators and wheelchair accessible seating available (see seating)

## **POLICIES**

Ardrey Auditorium has policies in place to ensure the quality of its performances, safety of performers and crew, longevity of its equipment and hall, and the enjoyment of its patrons. Northern Arizona University is a state institution and has policies in place that are regulated by both the state and the university. Auditoria management has the final say on the enforcement of all policies.

#### **Opening of House:**

- No later than one half (1/2) hour prior to curtain.

#### **Start of Performance/Event:**

- Performances always begin on time. Normal curtain time is 7:30pm for evening performances. Attendees arriving late will be seated at the discretion of the management.
- The Technical Director or Stage Manager will notify production personnel should there be a hold on performances.
- The production will not begin without the knowledge of the Technical Director or Stage Manager.
- Ardrey Auditorium fire code announcements are to be made before ALL events.

#### **Building Access:**

- Access to the facility is limited to the time arranged with the Technical Director.
- A complete list of all persons allowed backstage by the user will be provided to the Technical Director upon arrival.
- Ardrey Auditorium reserves the right to limit backstage access.
- Performers and crew are encouraged to use the loading dock entrance.
- No animals are allowed in the facility except service animals and animals needed in connection with performances. The Technical Director must be notified that performance animals are with the show.

### Equipment:

- Only staff approved by the Technical Director may operate Ardrey equipment.
- No tapes, adhesives, screws, or nails are to be used on the stage, equipment, seats, walls, curtains, etc. without approval of the Technical Director.
- Operation of the fly system is to be done only under supervision and with prior approval of the Technical Director.
- All lighting or light board changes, including gel color, require the approval of the Technical Director or Stage Manager.
- No changes are to be made to the sound system without prior approval of the Technical Director.
- The management reserves the right to control volume for all events in the building.
- No tables will be set up in the building without permission of the management.

### Fire Code:

- Fire Code must be observed at all times. There are no exceptions.
- There must be a clear unobstructed pathway to all exits.
- The Fire Curtain cannot be blocked. The Fire Curtain is located just upstage of the Proscenium. There is a 5 inch strip running Stage Left to Stage Right that is painted in a contrasting paint and under no circumstances is to be blocked by instruments, equipment, risers, set, etc. Cabling must sit low enough to be able to maintain the seal at the bottom of the Fire Curtain. Ardrey Auditorium recognizes that this can present challenges to staging, however we do have a written statement from the NAU Fire Marshall regarding this policy.
- No smoke machines, hazers, etc. shall be allowed without approval from the Technical Director.
- Use of pyrotechnics at Ardrey Auditorium must be requested to the Technical Director one month prior to load-in. **The Auditoria follow the Arizona Fire Code/International Fire Code 2012 Edition** – a fire marshal operational permit will be needed for the use of pyro items at Ardrey Auditorium. Time must be set to allow for an inspection and test-firing of pyro equipment prior to the performance by the fire marshal, and Technical Director. Ardrey Auditorium reserves the right to refuse usage of said items if it seems that a danger is present during inspection.
- There will be no open flame on the stage or in the building without a written waiver from Northern Arizona University, a fire marshal open flame permit and prior arrangement with the Technical Director.

### NAU Policies:

- Smoking is prohibited inside all areas of Ardrey Auditorium. Smoking is also prohibited within 50' of any building entrance.
- Possession of firearms on campus, licensed or not, is a direct violation of University policy. Ardrey Auditorium will notify NAUPD of a firearm found on campus.
- Notice of firing of blanks on stage must be requested to the Technical Director one month prior to load-in and cleared with fire specialist and NAUPD. The firearm must be a closed-barrel type of firing device. NAUPD must inspect the firing unit and give approval before use at Ardrey Auditorium. NAUPD and the Technical Director reserve the right to refuse usage at Ardrey Auditorium.
- During setup and strike, only the artist and staff (in-house and road) are allowed on stage. All photographer passes will be issued with the approval of the company management. The company manager or road manager must alert the Auditoria management to any press or special visitors. No guests are allowed back stage before, during, or after a performance. All guests must meet performers at the stage door.
- Food and drinks are prohibited on the stage and in the House and Lobby. Water is allowed on stage if contained in a bottle with a lid.
- Sodexo Food Service has the catering contract for the University. All food and drink catering must be handled by this firm.
- Program displays, souvenir programs, tapes, disk, shirts, books, etc. are to be sold from tables in the lobby only. The position of tables must be approved by Ardrey management. House does take a percentage of any sales within Ardrey. Contact Ardrey management concerning percentages of sales of merchandise.
- NAU is a dry campus. No alcohol is allowed on stage, in the hall, or in the dressing rooms.

# INFORMATION

## **MUSIC/SOUND RETAIL:**

Arizona Music Pro  
122 Historic US 66  
Flagstaff, AZ 86001  
928-556-9054

## **RENTAL:**

Sound Image  
1545 W University Dr.  
Tempe, AZ 85281  
480-483-6422

Clearwing Productions  
5640 S. 40<sup>th</sup> Street  
Phoenix, AZ 85040  
602-850-6333

Peaks Audio  
1881 E Huntington Dr  
Flagstaff, AZ 86004  
928-864-5889

## **EMERGENCY NUMBERS:**

|                             |              |
|-----------------------------|--------------|
| On Campus Emergencies       | 928-523-3000 |
| City of Flagstaff           | 911          |
| NAU Police Department       | 928-523-3611 |
| NAU Fire Marshall           | 928-523-1873 |
| Flagstaff Police Department | 928-779-3646 |
| Flagstaff Fire Department   | 928-213-2500 |
| Coconino County Sherriff    | 928-774-4523 |
| Flagstaff Medical Center    | 928-779-3366 |

## **MOUNTAIN STANDARD TIME ZONE:**

Most of Arizona including Flagstaff does not observe day light savings time. During the summer, Flagstaff time is the same as California.

## **ELEVATION & CLIMATE:**

Flagstaff has an elevation of 7,000 ft. Performers (especially dancers) may need extra oxygen. If needed, please contact Ardrey Technical Director prior to arrival. In the summer temperature ranges from highs of 70-80s degrees to lows of 35 to 50 degrees. Heavy rain storms are common July - September. In the winter, snow may accumulate to three (3) or four (4) feet and the temperature can drop below zero. During heavy snow and ice, chains or studded tires are required.

## **DIRECTIONS:**

### SOUTHBOUND HIGHWAY 89

HWY 89 will turn into ROUTE 66. Stay on ROUTE 66 through downtown Flagstaff. ROUTE 66 will become Milton as you bear left and pass under Rail Road overpass. Continue South on Milton to the fifth traffic signal (University Drive) and turn left. Follow University to Knoles Drive and turn left. Follow Knoles Drive to Riordan Road and turn left. Loading dock will be on the right.

### EASTBOUND INTERSTATE 40

Stay on I-40 until EXIT 195 toward HWY 89A North and exit. You are now on Milton. Continue north on Milton to University Drive (approximately 1/4 mile) and turn right. Follow University Drive to Knoles Drive and turn left. Follow Knoles Drive to Riordan Road and turn left. Loading dock will be on the right.

#### WESTBOUND INTERSTATE 40

Stay on I-40 until EXIT 195 toward HWY 89A North and exit. (Move left one lane at bottom of exit to avoid exiting to south NAU campus) You are now on Milton. Continue north on Milton to University Drive (approximately 1/4 mile) and turn right. Follow University Drive to Knoles Drive and turn left. Follow Knoles Drive to Riordan Road and turn left. Loading dock will be on the right.

#### NORTHBOUND INTERSTATE 17

I-17 northbound becomes Milton as you enter Flagstaff. At University Drive (approximately 1/4 mile) and turn right. Follow University Drive to Knoles Drive and turn left. Follow Knoles Drive to Riordan Road and turn left. Loading dock will be on the right.

#### **PARKING:**

TRUCKS: The loading dock can be used to load and unload trucks.

BUSES: Buses will have to unload and load on south side of theatre and park in available areas, as directed upon arrival.

CARS: Parking is available in Lot P13 on the north side of the facility (no permit required after 4:30pm) or in the Knoles Parking Garage (hourly/daily fee).

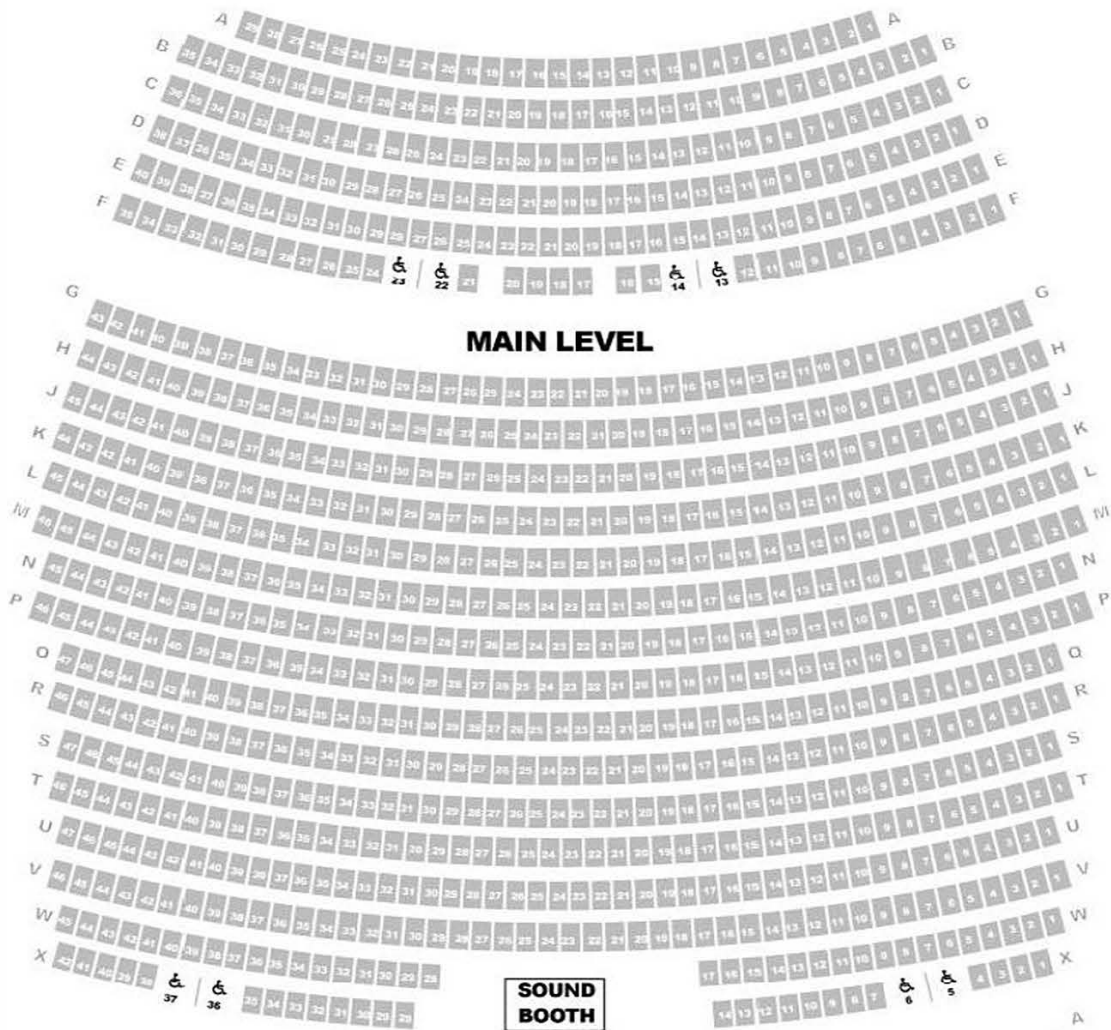
#### **FOOD SERVICE:**

Northern Arizona Sodexo Food Service has an exclusive contract for food service on the Flagstaff campus. Planners of events held on campus where food will be served must contract with NAU Campus Dining to provide the food.

# Ardrey Memorial Auditorium

## Seating Chart

### STAGE



### BALCONY

