

LEE HALL

A U D I T O R I U M

Florida A&M University



FACILITY DESCRIPTION and OPERATION MANUAL

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I. INTRODUCTION

Lee Hall was built on the highest hill in Tallahassee in 1928. A \$4.3 million remodeling job on the facility was completed in time for a rededication ceremony in April, 1993. Its picturesque location at the center of the Florida A&M University campus is enhanced with fountains gracing the entrance to the building. This landmark houses the offices of the University President and others, and its 1190-seat, completely redesigned, auditorium.

Lee Hall Auditorium is a fully-equipped and beautifully-designed theatre. The auditorium seats 677 on the floor and 513 in the balcony with an additional area designated for physically disabled audience members. It is equipped with modern lighting and audio systems, and a full orchestra shell for concerts. With its oak paneled walls and plexiglass sound baffles, it is acoustically very sensitive as well as architecturally attractive.

II. STAGE

The auditorium stage is 46' wide at the proscenium, and 42' deep from the apron lip to the back wall. The apron is polished hardwood. Upstage of the proscenium line, the stage floor is black Masonite. A dance floor is available for dance concerts. The cyclorama line is 24' upstage of the proscenium line and 35' from the apron lip. A full orchestra shell is available for acoustical concerts.

III. FLY SYSTEM

The counterweight fly system includes:

- A royal blue main drape at the proscenium opening,
- 3 black velour teaser-and-leg sets located at various stage depths,
- 2 black travelers, one at mid-stage and one upstage, and
- 1 flat blue cyclorama upstage.

There are four flown electrical battens upstage of the proscenium. Some empty battens are available to fly drops or other scenery. A 20' by 20' motorized projection screen is available for films, slides, or video projection. It descends mid-stage and can be bordered by screen masking if requested. The orchestra shell ceiling is also flown.

IV. LIGHTING SYSTEM

The auditorium stage is illuminated from four front-of-stage positions and four overhead positions. Front of stage positions include 2 vertical side-booms (one on each side of the house), with six outlets each; one attic cut with 15 outlets (normally containing all twelve 8"x 23" lekos) and ten balcony rail positions.

LIGHTING INVENTORY:

The auditorium has sixty-four lekos (see below), eleven Source 4 ellipsoidals, twenty-four 6" fresnels, sixteen PAR 64s, four 14" scoops (750 w) and six 3-light strip units positioned to color the cyc on the third electric. All instruments have 1K lamps unless otherwise indicated.

The Strand lekos we have are as follows:

| | |
|-----------|----------------------------|
| 6" x 9": | 24 |
| 6" x 12": | 08 |
| 6" x 16": | 20 |
| 8" x 23": | 12 (located in attic cove) |

The Source-4s we have are as follows:

| | |
|-------------------|---------------------------|
| 36° ellipsoidals: | 8 |
| 10° ellipsoidals: | 3 (located in attic cove) |

Outlet configurations:

| | |
|------------------|-------------|
| Front of House: | |
| side booms: | 6 each side |
| attic cove: | 15 |
| first electric: | 26 |
| second electric: | 12 |
| third electric: | 26 |
| fourth electric: | 12 |

The stage has nine 3-outlet floor pockets positioned for booms or shin kickers. Six 12' floor booms are available.

The system is controlled by a Strand Lightboard M with 140 dimmers, 96 channels including 36 manual faders, 2-scene preset, computer x-faders, and 24 submasters (8 additional backstage submasters are available). Each dimmer is 2.4K. The light board is located in the production booth behind the balcony.

Two Phoebus Ultra Arc follow-spots are also available.

V. AUDIO SYSTEM

Lee Hall Auditorium is furnished with a basic public address system. The facility has three XLR stage outlets, a 24-channel snake, and a 24-channel splitter snake. Stage monitors and dressing room speakers are available upon request. Equipment in use includes:

- A 24/4-channel Mackie mixing board located in the production booth
- A 16 channel Biamp Cascade series mixing board available for monitor mix
- A Crown 480 watt amp
- A Rauland AP 4651 equalizer
- 3 Shure SM-58 dynamic cardioid mics
- 3 Shure SM-58 Beta mics
- 2 Shotgun mics
- 3 choir condenser mics
- 2 PZM phantom powered mics
- 1 Rauland Spectrum 1285 dynamic cardioid mic
- 1 Rauland 1286 condenser mic
- 6 Telex FMR-70 lavalier cordless microphones
- 2 Telex HT 200 handheld cordless mics
- 4 TOA 12" stage monitor wedges
- 4 JBL 12" stage monitor wedges
- Hanging speaker cluster consisting of two 15" JBL loudspeakers, 1 tweeter, and 1 horn
- 2 Cerwin Vega subwoofers
- Various mic stands, cables etc .

The house PA system speaker cluster is monaural and includes Rauland high range horns, 2 JBL 15" low range speakers and 15 ceiling speakers for the areas under the balcony.

For road shows and TV remotes, a 400 amp company box is located backstage right. Cassette and CD decks are available for music playback. Three Direct-Input boxes are also available.

VI. BACKSTAGE FACILITIES

There are two small dressing rooms, one on either side of the stage. There is also one rehearsal/green room space backstage.

Loading doors, 70" wide and 83" high, are located at the stage doors at the rear of the auditorium.

VII. PERSONNEL

Depending on the complexity of the production, the services of an electrician, audio engineer, and grips for fly line operation, and follow-spot operators can be available and may be required. Only production staff is allowed to operate auditorium equipment, although cues may be called by a client representative.

Clients of public events are expected to provide ushers. With advance notice, the auditorium may provide a house manager.

Public entertainment events which take place after 5 pm on weekdays or any time during weekends require security services. Security arrangements must be made with the FAMU Police Department (850) 599-3256. Parking services must also be notified for any event anticipating large audiences, or requiring special parking arrangements such as accommodation of busses, trucks or vans (850) 561-2204.

VIII. BOOKING AND OPERATING PROCEDURES

Lee Hall Auditorium offers both Florida A&M University and the community a valuable resource on a cost-recovery basis. Procedures for booking and using this facility are designed to give the user a full range of services, while preserving the facility for future use. The auditorium and its equipment are used hundreds of times a year. Following these operating procedures carefully will help preserve this facility for years of service.

There are three divisions of operating procedures for your Lee Hall Auditorium event. They are described in detail below, along with suggestions and limitations on the use of the facility. The three divisions are:

PRE-EVENT PREPARATIONS
EVENT ACTIVITIES
POST-EVENT PROCEDURES

For any of the operations of Lee Hall Auditorium the following policies apply:

Booking Approval

Dates for use of the auditorium are secured by submitting a completed Lee Hall Event Summary Form, signed by one of the people below:

E & G Events

Requests for use for academic or official University purposes (funded by the Education and General Services budget line) must be processed through and signed by the Dean or Vice President of the requesting department, or processed through and signed by the President of the University.

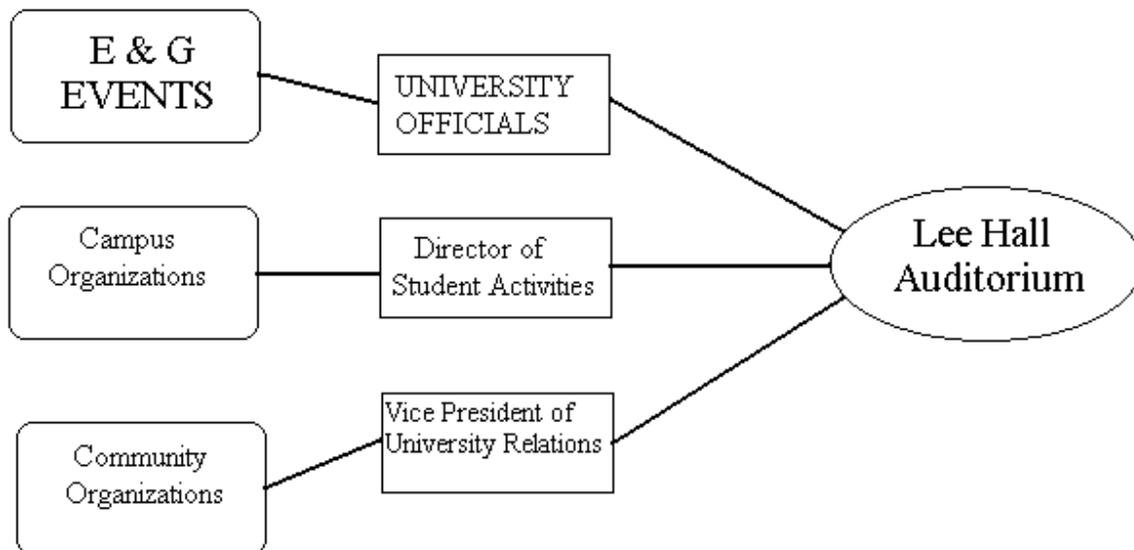
Campus Organizations

Requests for use by University or official campus organizations must be processed through and signed by the Director of Student Activities.

Community Non-Profit Organizations

Requests from outside the University must be processed through and signed by the Associate Vice President of University Relations.

A form which has not been completely filled out or which has not been signed by the appropriate University officials specified above will be rejected.



Lee Hall Auditorium Booking Access Paths

Costs

Costs for using Lee Hall Auditorium are based on the hourly cost of staff to run your event, custodial service, and the estimated cost of the utilities for the duration of your event. Custodial charges are based on the average time taken to clean the hall, and include cleaning supplies. A modest depreciation fee is charged for the use of the lights and microphones, used for repair and replacement costs of lamps, gels and microphone cords. In addition, a supplies charge may be added for batteries, hardware, tape, rope and other materials needed. All users are charged an insurance fee, which is compiled using a daily amortization of the yearly liability insurance fee on the facility. This does not necessarily cover all insurance requirements. Please see below.

Because fees for the use of the Auditorium are charged by the University on a cost-recovery basis, a clear description of the proposed event is the only way to estimate the fees to be charged. Invoices are generated after the event.

All events result in an invoice submitted to the Division of Administrative Services. Education and General Services events are prepaid. Invoices for payment will be submitted to all other users.

Deposits are required for all unofficial University events. The amount of the deposit is equal to the amount of the estimate. Deposits must be made by money order or cashier's check. No cash or personal checks will be accepted. Deposits must be received no later than five working days before the scheduled event. Otherwise the event will be canceled.

Booking Information

No bookings will be accepted without a completed Event Summary Form. No "tentative" bookings are accepted. Bookings are not "penciled in."

The contact person listed on the form must be the key person responsible for the event.

Facility requests made less than ten working days before the event may be denied.

Security and Insurance

Any event taking place outside of normal University office hours (8 AM - 5 PM, Mondays through Fridays) must have approved security personnel on site before the building doors can be opened or any audience members can be admitted to the building. Arrangements for security must be made through Officer Audrey Alexander of FAMU Law Enforcement (599-3553). Events without approved security will be canceled.

All but official University events require special event insurance, to be arranged through the University Risk Manager, Mr. Jim Jacoby, (599-3453). No event will be permitted without certification of insurance.

Equipment and Times

Equipment or arrangements not requested on the Event Summary Form may not be available.

Last minute changes in the schedule on the Event Summary Form may not be accommodated.

Liability

The user is responsible for damages to and thefts of University property which occur as a result of the scheduled event.

Box Office

No selling or taking of tickets may take place in the lobby of Lee Hall Auditorium. Walk-up tickets for Auditorium events may only be purchased at the Student Activities Ticket Office

Souvenir Sales

No selling of any kind may take place in the auditorium or the lobby.

Smoking, Food and Drink

Smoking is not permitted anywhere in the building.

No food or drink is permitted in the lobby, the auditorium or on the stage. This regulation is **strictly** enforced. Damages due to spilled food or drink will be charged to the user. Beverages and food may be brought to the dressing rooms via exterior doors to those dressing rooms only. They may not be transported through the auditorium.

Numbers of Participants

Events scheduled in the auditorium are limited to those with 200 participants or more. Organizers of smaller events must secure other venues. Auditorium capacity is 1212seats. Organizers expecting large audiences must limit attendance to this number. Overbooked productions will be cancelled.

Academic Classes

The auditorium may not be used as classroom space. Forums, recitals and colloquiums with attendance of over 200 persons are permitted.

PRE-EVENT PREPARATIONS

Preparing Your Event

The most important thing the user can do to have a successful experience at Lee Hall Auditorium is to prepare for the event carefully. A well-planned event will reflect that prestige and leave a favorable impression on your audience and participants.

The Event Summary

Once the event is carefully planned, users should request an Event Summary Form from the Administrative Affairs office. *The success of the event depends on its clear description on this form.* Please fill it out thoughtfully.

The Lee Hall Auditorium Facility Manager may contact you with questions concerning your program. If you wish to tour the facility arrangements can be made through the Facility Manager.

Staff hours begin no less than 1/2 hour before the stated facility time - the time the user requests the auditorium (see Event Summary Form). This allows staff to prepare the facility for your use. Staff hours end no less than 1/2 hour after your staff have cleared the auditorium.

Other Preparations

Special needs, such as platforms, drops, stage dressings, plants, chairs, tables, etc. may have to be ordered separately. If the event is a FAMU-sponsored event, you will need to make arrangements with Physical Plant or the greenhouse for these needs. Community organizations will have to make sure that vendors delivering your materials have coordinated delivery with Lee Hall Auditorium staff.

Special lighting needs must be communicated well in advance. Hanging and focussing requires time and user supervision if exact positions and designs are needed.

All programs or program sequences should be sent to the facility manager as soon as possible. Going over it with the auditorium staff will permit a smoothly run production.

Rehearsals

While the auditorium is available for rehearsals, the costs associated with rehearsal time are the same as that of the events. It may be more cost effective to limit the hours of rehearsal planned for the auditorium. Nevertheless, for productions with complicated lighting and sound cues, multimedia presentations, and scene changes, technical rehearsals in the auditorium are advised for the success of your production.

Auditorium staff must be present any time the facility is in use. During meal breaks, one Lee Hall staff member must be in the facility or the auditorium must be locked.

Our facility is staffed on an as-requested basis. While every effort will be made to fulfill your needs, we may not be able to accommodate a last minute request.

EVENT ACTIVITIES

Pre-show Access

Lee Hall Auditorium staff will precede client's scheduled arrival by at least 1/2 hour before the facility time (see Event Summary Form). This permits us to prepare the facility for occupancy, so that we can focus on your needs when you arrive.

Client production staff should enter the auditorium area from the stage door located at the loading dock at the rear of the house. This is also the best entrance to bring in props, set pieces, furniture and other equipment. This door will be unlocked at your stated arrival time.

Building front doors and auditorium doors will remain locked until the security detail has arrives. For this reason it is best to have the security detail scheduled for one hour before the scheduled event of one-half hour before the house is to open.

Box Office

There is no box office in the Lobby of Lee Hall Auditorium. The Student Activities Ticket Office handles advance ticket sales for the FAMU campus. Please get in touch with Mrs. Catherine Jefferson at 599-3400 to make arrangements to use the Student Activities Ticket Office.

Generally, the balcony is opened only after the main floor seating is filled. If your event anticipates more than 699 audience members, the balcony can be opened immediately. Please be realistic about anticipating your audience size.

Pre-show Check

The Event Manager or the Facility Manager will ask your Event Director to confirm needs and expectations. If you have not yet given him a program please give it to him immediately upon arrival on the day of the event. ***If your event has complicated cues or includes entertainment it is highly recommended that you provide a director or stage manager to call your cues.*** Your director may be posted by one of the house intercom stations or in the light booth to direct the production, and to give sound and light cues. Intercom stations are located at either side of the stage just behind the proscenium, in both dressing rooms, and at the house manager's post at the back of the seating area. These are all connected to the production booth above the balcony. Arranging stage entrances and exits of your production participants should be completed as soon as possible, and the audience allowed to enter the auditorium no later than 1/2 hour before your event is scheduled to begin.

Mid-show Activities

During the event a staff member will be either available on the stage or by intercom at all times to handle unforeseen occurrences. Please make use of the intercom system if you do not see the stage manager when you need help. Lighting and audio adjustments can usually only be made from the production booth. Curtain adjustments, lowering and raising of the projection screen, and other fly operations are, of course, managed from backstage.

Video Taping

Many groups like to have their events video taped. Unfortunately there are few readily accessible camera locations in Lee Hall. Electrical outlets are few, and located where cabling to them can create audience obstruction. Please let us know in advance of your plans to record your proceedings. *Electrical cables or tripods in the audience flow are a safety hazard and are against Fire Marshal regulations.* We will try to cooperate with your camera operators, but must be sure that cables can be secured and aisles are unobstructed at all times during the event. Our recommendation is to use battery-powered equipment (bring extra charged batteries if necessary) and use the wheelchair bay for set-up, to prevent any obstruction or hazard.

For professional video production and teleconferences, special arrangements can be made if requested in advance.

POST-EVENT PROCEDURES:

FAMU facility usage policy requires all events Sunday through Thursday to end by 10 p.m. On Fridays and Saturdays events may end by 1 am. These times include the cleaning and vacating of the premises.

Closing Procedures

Our closing procedures following the event include striking the audio equipment, turning off the stage lights and turning on the work lights. The audience section is closed. Event participants who are still in the facility after the audience has left should exit through the rear loading doors. For safety reasons, our final security sweep is not executed until after the clients are completely out of the facility. This security sweep is a required part of every Lee Hall public event. Please remember that your event is on the clock until our staff has finished locking down, which happens after your staff has left the building.

Lost and Found

Items found in the auditorium will be stored in the auditorium office for one month. They will then be given away or discarded. Please call the auditorium office at 561-2649 to identify and recover your property.

Contract Resolution

The final tally of hours of facility use will be calculated after the event has ended and an invoice will be sent to the contact person stipulated on the Event Summary Form. The deposit

will then be deducted from the total amount due. In the case of an overpayment via deposit a check for the amount overpaid will be sent to the contact person..

LEE HALL AUDITORIUM
EVENT SUMMARY FORM
INSTRUCTIONS

The purpose of this form is to provide us with an accurate a description of the event Please provide any sketches of floor plans, details of activities, programs or calendars you may have. This will help us estimate the services needed for an efficiently executed event.

Please use one form for each use of the facility. If you have an afternoon convocation and an evening performance, please list them on separate copies of the Event Summary form.

Explanation of Event Summary Items:

Contact Person: who in your organization can we call for answer to questions about your needs and expectations? This person must be the person responsible for the details of your event, responsible for making decisions concerning your event and controlling the costs accrued during the use of the facility. We request that your contact person be as accessible as possible to help us coordinate your event..

Telephone Number: The contact person's daytime phone number. Any voice mail, beeper, mobile phone or home numbers will be appreciated.

Organization: The primary sponsoring organization or producer of this event. The company or department to whom the bill will be sent. Please include mailing address.

Account Number: If the producing organization is a department within FAMU, that department's account number.

Event Name/Purpose: The published or advertised name of your event, or the goal of the event.

Event Date: The calendar day the event will occur.

Event Time: The time your activity is scheduled to begin.

Client Arrival Time: The time you wish the doors to be unlocked for you and your staff to enter the building.

Estimated Length of Event: The intended duration of the on-stage activities.

Requestor's Signature: The signature of the official in your organization with budgetary authority to enter into a contract with FAMU's Lee Hall Auditorium.

Approved By: Gateway Client signature: either Col. Ronald Joe, Vice President Dorothy Williams, or the Dean or Vice President of your division in the University.

PRODUCTION NEEDS:

General Description: a brief description of the kind of event planned. Need for a grip (scene shift) crew, or special needs should also be listed.

Participants: This section is to help us understand how many people in what capacities will be participating in your event. If music groups or choruses are coming, please state the number of groups **and** the number of people in each group.

MC/Speakers: how many narrators or main speakers will you have?

Performers: How many individual actors, singers, instrumentalists, speakers, presenters will come on stage?

Bands/Music Groups: the exact number of groups and the exact number of members expected.

Participants: If your event is a symposium, how many panel members will be participating?

Technicians, Stage Managers, Directors: In addition to the on-stage participants, we need to know the number of technical personnel and volunteers you plan to have on your staff.. Box office clerks, stage moms, production assistants should all be enumerated.

Lighting Needs: Any particulars, special lighting effects, follow spots, use of house lights, or just general stage lighting should be mentioned.

Audio Needs: The number and kind of microphones needed, any use of the cassette deck, should be mentioned here.

Facility Needs: stage dressing, chairs and tables, use of foyer, chorus risers, orchestra shell, the need to fly banners, etc. Lee Hall Auditorium does not have slide projectors, overhead

projectors, video projectors, etc. You must secure the use of these through other means. However, we need to know if you plan to use any audio-visual equipment and where the equipment will be placed.

A copy of the Events Summary Form is included in this manual for your convenience.