



The Performing Arts Centre

Handbook

Purpose of Handbook

This Handbook has been designed to help you gain the most from the Performing Arts Centre (PAC) at Nanjing International School. It is intended as a resource regarding general information, policies, procedures, expectations and requirements. Before you begin your next production, concert, exhibition, assembly or any other event in the PAC, it is important that you read this handbook in its entirety, paying particular attention to those areas which are more specific to your requirements. Doing so will ensure a smoother and more organized event and consequently less stress for you!

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Welcome to the Performing Arts Centre

Built in 2012, the Performing Arts Centre (PAC) at Nanjing International School is a multi-purpose facility that houses a five hundred and fifty seat state-of-the-art main theatre with retractable seating, a Black Box Theatre with approximately sixty-seat capacity, a dressing room, separate wardrobe and props rooms and a large foyer.

Due to its versatility, the PAC is a well-used resource and is constantly in high demand. Throughout the year it hosts several theatre productions, orchestras, concerts, dances, presentations, workshops, guest speakers and a variety of other events.

The PAC currently has a full-time Theatre Manager who is assisted by the NIS Facilities staff as well as student volunteers. The aim is to establish the PAC as an efficient and productive educational facility that helps to cultivate not only the talent of student performers, but the skills of students interested in technical theatre and stage management. This latter objective is met through offering an after-school Theatre Tech. Club.

The goal of the PAC is that through these varied activities, students will deepen their appreciation for the arts, whether this is as a performer, technician or as a valued and informed member of the audience.

Full-Time PAC Staff

Sam Brown, Theatre Manager
<sambrown@nanjing-school.com>

Tel: 15651826610

Responsibilities include: Facility administration, Drama teacher, set design, technical theatre director, budgeting, assembly co-ordination.

Facilities Staff co-ordinated by **Wendy Huang** <wendyhuang@nanjing-school.com>

Communication:

The PAC office is located between the Black Box and the Drama Classroom.

The quickest and most effective methods of contacting the Theater Manager is through email. Perhaps the least effective is the “drop in” visit because the Theatre Manager will often be teaching / working in various parts of the building and will probably not be at the office desk.

The Venues and Facilities of the PAC

The Theatre

This is a five hundred and fifty seat theatre with retractable seating. It features professional sound and lighting equipment, a large screen, a professional LCD projector, scenic bars, etc. This is a versatile theatre and well-suited to large-scale, school-wide productions and events. Due to the retractable seating it can also be used to hold exhibitions and dances.

Black Box

This is a small venue which can hold a maximum 60 seats on portable risers. It has a limited lighting rig and sound system. It is particularly suited to more intimate performances, individual class projects and performances utilising alternative seating arrangements such as theatre in the round.

White Box

This is our Drama Classroom and is located off the Foyer. It can serve as an auxiliary room for events held in and around the PAC.

The Dressing Room

This is located next to the stage. It contains make-up desks and mirrors as well as sinks.

The Costume Room

This is located to the rear of the Theatre. It is a large storage facility for all our school-wide costumes and costume accessories.

The Props Room

This is located next to the Theatre. It is a large storage facility which houses the entire collection of school-wide props. It also includes a number of smaller set items.

The Foyer

This is a large open area adjacent to the entrance of the Theatre. This venue can be used as an exhibition space, an alternative performance space and a miscellaneous meeting area. The PAC's main toilets are located here.

Booking/Using the PAC Venues

This section provides in detail the proper procedure for booking a venue in the Performing Arts Centre. Please read through these steps as they are essential to all who intend to use the PAC no matter the venue or event.

Step 1: Determine your venue

It is important to select a venue which will best suit your needs. For example, if your event is a small group or classroom project, booking the Theatre will perhaps not be the best option. It can be very disheartening to perform to an empty theatre.

Step 2: Book the Venue

Email Sam Brown <sambrown@nanjing-school.com>. In your email briefly describe your event and attach a completed booking form. This can be found in the “PAC” folder in the school server at `afp://largestorage.nanjing-school.com/`. A copy can also be found at the back of this Handbook. The booking form will then be sent to the Facilities Department for their approval.

Once such an email is received, the Theatre Manager will respond confirming your booking, denying your booking (typically due to scheduling conflicts) or requesting further information before confirming. In the case of large-scale events such as drama productions, music concerts, dances, receptions, etc a production meeting will follow.

Step 3: Attend the Production Meeting(s) if Necessary

If requested to attend a production meeting time will be scheduled to meet with you in the PAC office. You will need to have an outline of your event as well as a list of any technical requirements and staffing needs. At the meeting you will be expected to talk/walk through your event from start to finish.

Step 4: Identify Special Needs

If your event requires Keynote presentations, audio/video files, or any other requirements/needs, these must be with the Theatre Manager (or other designated Theatre Tech Crew member) at least **24 hours** prior to the event taking place. This is to ensure that the material has time to be screened and tested for compatibility with PAC technology. These files can be passed on a USB storage device, CD, DVD or by placing it in the “PAC” folder ****. If such material does not meet this deadline, it cannot be guaranteed that it will be used in the event.

Step 5: Create a Specific Itinerary of the Event

At least twenty-four hours in advance of your event, a complete running order must be given to the Theatre Manager. This is a detailed outline which will consist of a job list (who is to be where when), student arrival times, and the presentation start and finish times, etc. It might look something like this:

5:00 Performers to arrive at the Theatre
5:15 Performers to be in costume and waiting in the dressing room
5:30 Theatre doors open to the public
5:45 Performers in position
6:00 House lights down, curtains open
8:00 Show ends, house lights up, Audience leaves
8:30 Performers changed and leave the building
8:45 Theatre doors and dressing rooms locked

See Appendix for further examples of schedules and running orders.

Step 6: Supervise

All events held in the PAC must be appropriately supervised by teachers. It is important to know where your participating students are at all times. Do not ever let them go unsupervised, especially backstage where equipment is often very valuable, breakable and dangerous. All safety measures must be strictly adhered to. All rehearsals must be appropriately supervised by the teacher in charge of the event. If you cannot attend a rehearsal you must provide a substitute.

Step 7: Clear Out

It is extremely important (and plain good etiquette) for the supervising teacher to ensure that any event concludes with a clear-out, breakdown, bump-out and/or strike of your event. This means the dressing room is clear of costumes, set pieces and props are stored, music chairs and stands are put away, etc. This all needs to be done with students before they are allowed to leave the PAC after their event. I must emphasise that this needs to be a joint effort with students and teachers alike.

Step 8: Provide Feedback

The PAC is a new facility and its guidelines and procedures are still evolving. I welcome your ideas and input on potential policies concerning the use of the PAC shaped by your own experiences in the facility.

Rules, Expectations and Etiquette

For Teachers, Supervisors and Participants

The following rules are designed to encourage appropriate theatre conduct and etiquette in all who use the facility.

- 1. Students must be supervised at all times.** Phrases like, “I’ll meet you over there” or “I’ll be over to spot check” must be avoided. Students who are in the Theatre without supervision will be sent away or held in the foyer until their supervisor arrives.
- 2. Only authorized staff and trained Theatre Tech. Crew members are allowed in the Control Room.** Equipment in the Control Room is valuable, breakable and can be dangerous. Absolutely no student (other than fully trained Theatre Tech. Crew members) should enter the Control Room.
- 3. Do not do permanent damage to the PAC or PAC owned materials or equipment.** Putting nails or screws into the stage, walls or panels is strictly prohibited. Please do not put tape on the stage floor without first consulting the Theatre Manager. Some tape can ruin the surface of the floor.
- 4. No food or drink is allowed in the Theatre.** Bottled water only in the Theatre.
- 5. No jumping off the stage.** The jumping off the stage is not only dangerous but also unseemly. Further, it damages the edge of the stage. Please use the stairs on the side for entering and exiting the stage from the audience.
- 6. Unless proper and advance notice is given to the Theatre Manager, all activities in the Theatre are to cease at 4:15 p.m.** However, during the production meeting there will be an opportunity to explain your working schedule. Please be clear if and when you intend to use the Theatre outside of the normal school day.
- 7. If there is a scheduling conflict regarding a venue in the PAC between two separate parties, they must refer to the priority list (see appendix) and/or come to an agreement among themselves on the use of the facility.** The teacher / supervisor who is on record having booked the venue will have the final decision in allowing a second party to use the space during their designated time.

Theatre Etiquette

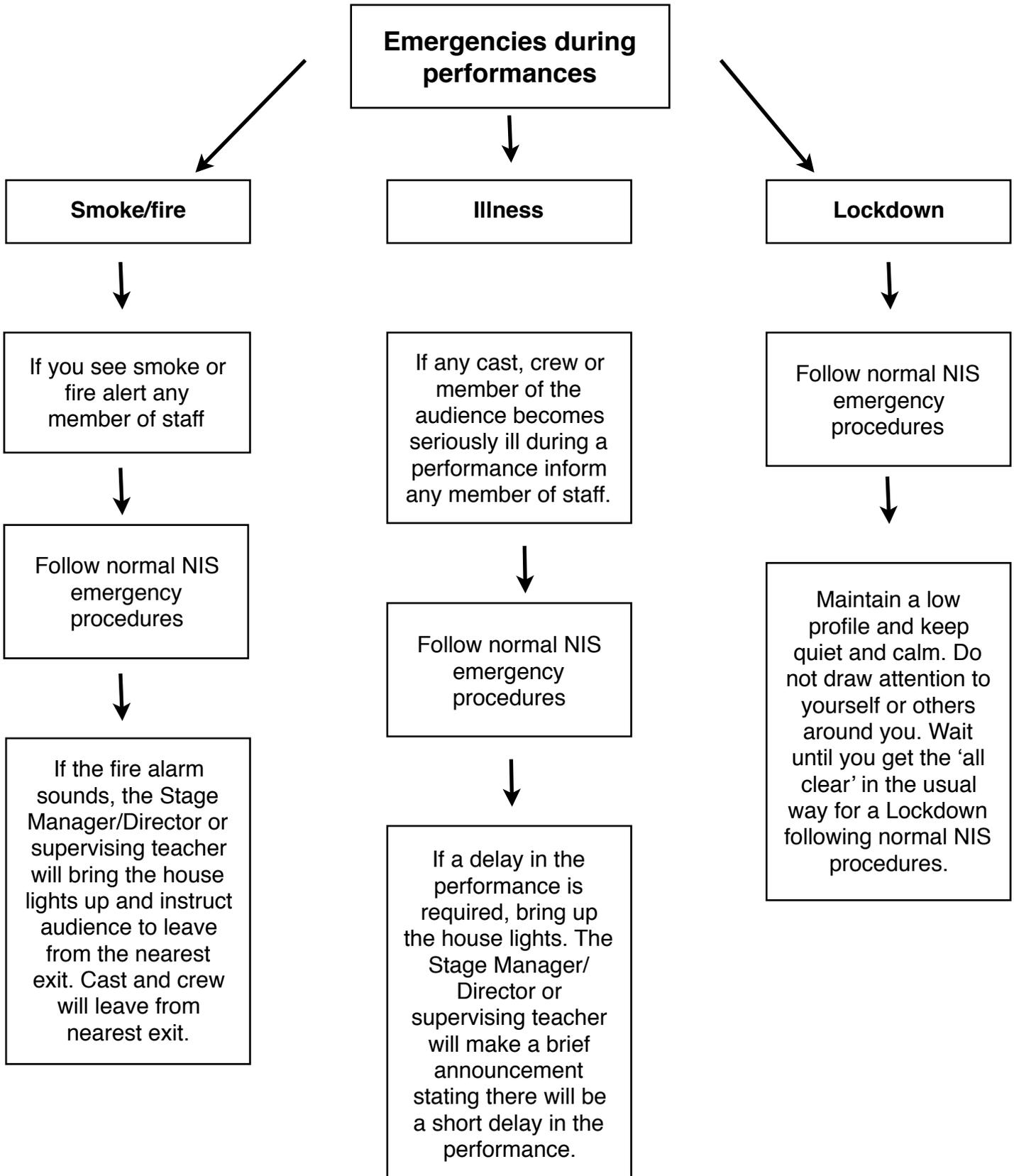
For those students who work in the Theatre.

Dress Code

All tech. and crew (and stage managers) are to be dressed in 'blacks'. This is black comfortable (and quiet) shoes, black trousers. They will be provided with a black polo shirt. Avoid loose clothing and jewelry.

Front of House/Ushers should wear appropriate professional attire. Men should wear smart trousers/slacks, dress shoes and a button-down shirt. Women may wear smart trousers or skirts with blouses, or dresses, with dress shoes. Front of house personnel are the first contact a member of the audience has with an event and should therefore strive to project a professional image.

Appendix 1: Safety/Emergency Protocol

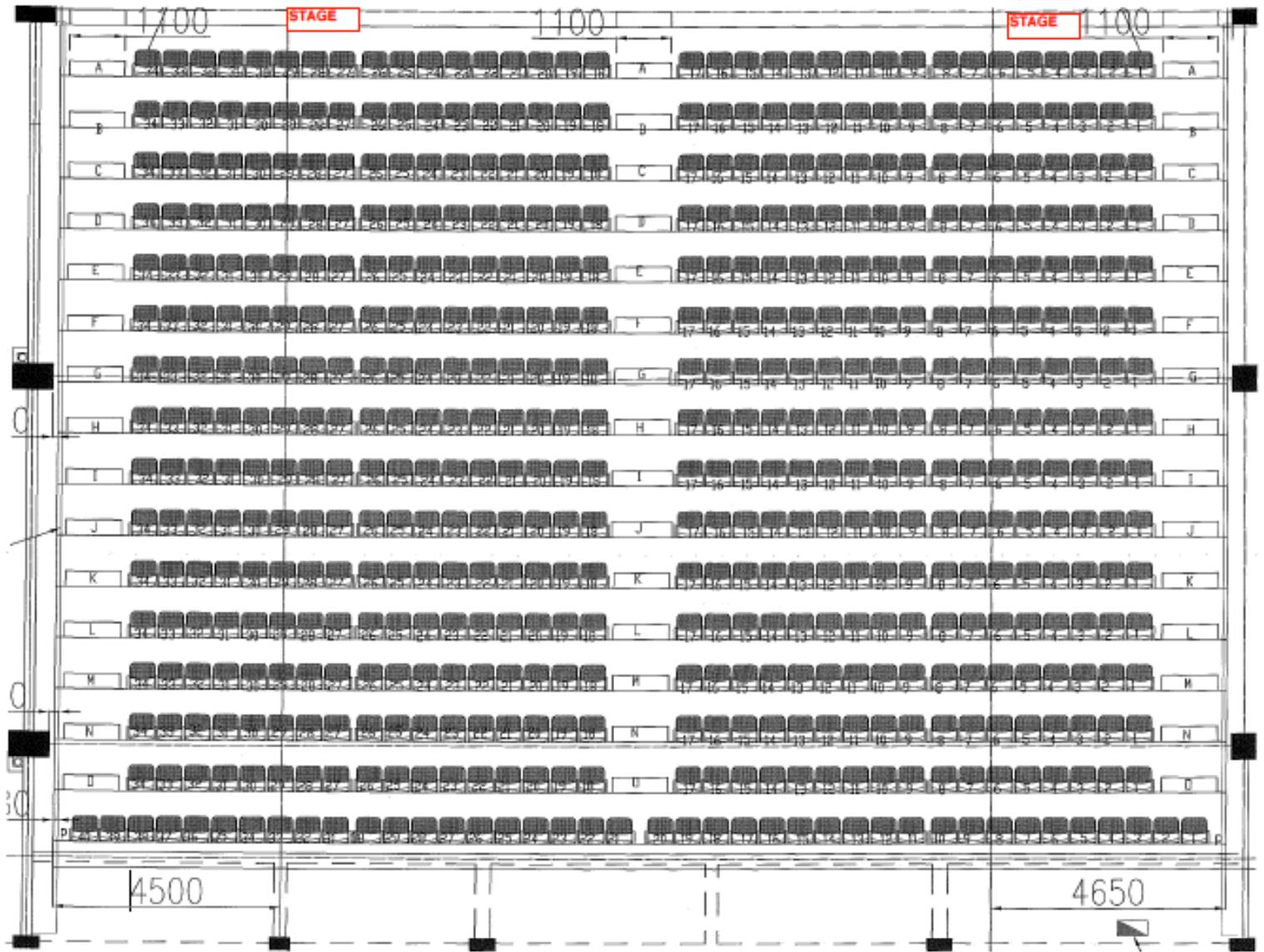


APPENDIX 2: PRIORITY LIST

- Student curriculum programmes (including Arts performances)
- Student after school activities
- School activities i.e. training, meetings
- NIS community activities
- Other (needs approval)

* Booking procedure applies

APPENDIX 3: Seating Plan



APPENDIX 4: Example Running Order

Activity	Description	Speaker Performer	Content	Need	Time
Introduction	MC introduces the event	John White	Speech	Hand microphone	2 mins
Item 1	Dance	Grade 7 students	Dance	Music played from Control Room.	4 mins
Item 2	Rock Band	N/A	Music	2 hand mics and stands, power on stage (equipment to be set up by students)	4 mins
Item 3	Keynote presentation	Adam Jones	Keynote controlled from stage	Screen, projector, sound. All controlled from stage by speaker.	10 mins
				Total:	20 mins