

Norris Theatre Guidelines

For Theatrical Productions in McCormick Auditorium and the Louis Room

Sunday – Load-Out. Space must be completely vacated by 2pm on the following Sunday. Two group representatives must meet with Norris staff for a venue walk-through at 2:00pm on the Sunday of strike.

*Productions are typically (but not always) granted a 7-day reservation. Confirm your dates with your event planning representative.

Theatre Dashboard

For helpful documentation and links, please check out the [Student Theatre Dashboard](https://app.smartsheet.com/b/publish?EQBCT=0a208ab3d5fb4db484584d4dc2649128)
<https://app.smartsheet.com/b/publish?EQBCT=0a208ab3d5fb4db484584d4dc2649128>

Pre-Production Meetings

In order to plan for a successful and safe production, you are required to schedule two mandatory pre- production meetings with the Norris Theatre Team. **It is the responsibility of the Director, Producer, Production Manager, and/or Stage Manager to schedule these meetings. If the meetings are not scheduled with our team, your reservation is subject to cancellation.**

Role of Center Manager: The Norris Center Manager is empowered with the responsibility for the safe and efficient operation of the facility and events. Specific questions during rehearsals and performances should be directed to the Center Manager.

Role of the Center Desk: The Center Desk can be a resource for basic questions, and to contact the Center Manager, Event Operations team, or Technical Services team. The Center Desk also serves as a source of information for community members attending your event.

Paint

- All scenery must be painted prior to bringing it into Norris. Please plan

LED Tape/Set Electrics/Wiring Devices

- All LED Tape, Set Electrics, Wiring Devices, etc. must be approved in advance. Drawings/diagrams of all tape/cable runs must be provided. This is a non-exhaustive list.
- The use of these must be approved by Norris staff and is limited to Completely Prefabricated devices.
 - Completely Prefabricated devices are store bought and require no alteration.
 - The sole exception to this includes LED tape 0 G2 0 Diagle

Lighting

- McCormick Auditorium

- DMX

The room is equipped with a DMX (5-pin) network, including an input in the booth and an output both in the catwalk and onstage.

- Power

There are two circuits in the house, one circuit for outlets on the face of the stage and one circuit for outlets in the wings. Additional power can be tied in using the company switch in the McCormick booth. The group

- Additional information can be found in the [Student Theatre Dashboard](#)
- Theatre Cable Bin
 - Norris Technical Services has put together a bin of cables to help supplement rented cable from external vendors. This includes Edison power and XLR cables. Please contact Norris Technical Services for the most up-to-date inventory.

Safe Working Practices

General Guidelines

- Use two-person lifting - bend at knees, not back.
- No riding in the back of trucks when transporting set.
- No rolling tables, chairs or other objects on elevated stage or platform without proper edge guarding.
- No use of water around electrical equipment.
- Check power and extension cables for worn areas, exposed wiring, and broken ground pins. If cables are damaged, tape/tag/label them and let Norris staff know immediately. DO NOT break ground pins off any cables.
- Never connect multiple extension cords and/or power strips together. This increases the resistance of the cabling, which increases heat build-up within the cabling, and creates a greater risk of electrical failure and/or fire.

Heat/Cold Stress

- For productions working in the garages during hot and cold temperatures, it is advised that students review the [Heat Stress](#) and [Cold Stress](#) trainings provided by Environmental Health and Safety to ensure proper precautions are being taken.

Power Tools

- As noted, the only power tools allowed in the event space are impact drivers for sinking/removing screws.
- Anytime power tools are being used, including during construction in the garages or offsite, it is required that all safety guidelines and best practices are observed.
- All tools must be unplugged at the end of the workday, including in garages.
- Norris staff can provide tool training and supervision with advance notice.
- All students are responsible for participating in the ~30-minute online Hand and Power Tool Safety training. Contact Northwestern's [Environmental Health and Safety](#) (EHS) team with a list of production team members to be enrolled in the training. It is the responsibility of the Producer or Production Manager to distribute these resources to their production team, and to maintain and submit a list of all students who have been trained and are authorized to use ladders during their production to Norris staff.

Ladders

- All students are responsible for their own adherence to the Environmental Health and Safety (EHS) [Portable Ladder Safety](#) program. That includes completion of the online [Portable Ladder Training](#). Contact Northwestern's [Environmental Health and Safety](#) (EHS) team with a list of production team members to be enrolled in the training. It is the responsibility of the Producer or Production

Heat Producing Elements: Items including, but not limited to, are prohibited: space heaters, open flame, lanterns, ovens, kitchen appliances, hot plates, cigarettes, candles and matches. Pyrotechnics of any form are prohibited.

Alcohol: No alcohol is permitted in Norris at any time. The sponsoring organization is responsible for publicizing the alcohol ban to its patrons. The sponsoring organization will make a good faith effort to prevent audience members from bringing alcohol into the venue, including monitoring audience members as they enter the facility and providing trash barrels for the disposal of any alcohol. Instances of non-compliance of the alcohol ban by any members of the sponsoring organization's production team can lead to the cancellation of any remaining performances and may prevent the sponsoring organization from being able to reserve space for future productions. Evidence that the production team or cast has brought alcohol into any event venue will also be sent to the Office of Community Standards.

Damages and Fines

Strike:

- The sponsoring organization is responsible for the transporting of materials from the venue to its ultimate destination. Norris Staff will not assist in the transportation or strike of sets, props, etc. **If required to do so to prepare the room for the next event, the organization responsible for the equipment will be billed for labor costs and jeopardize future reservations.**
- Strike includes the removal of all non-Norris equipment, trash, scenic, prop, and costume materials and the sweeping of all floors and carpets.
- The venue must be returned to the condition in which it was originally received.
- The venue must be completely vacated by 2pm on the following Sunday. A group representative must meet with a Norris staff member for a venue walkthrough at 2:00pm on the Sunday of strike
- Norris staff will conduct a checkout at 2pm on the Sunday of strike. A full checkout list can be found on the [Student Theatre Dashboard](#). The group is responsible for completing this checkout list. Norris staff will perform a checkout to ensure these expectations have been met.

Damage

- Fines resulting in damage to Northwestern property will be assessed at the cost of repair by University Facilities. These fines are non-negotiable and will be billed to the organization's SOFO account. **When in doubt, ask before doing.**

General Violations

- Violations can consist of any deviation from these guidelines and will be assessed at the discretion of Norris staff, and in consultation with Environmental Health and Safety and Campus Life. In extreme cases, staff will consider cancellation of performances and/or suspension of future reservations by the student organization. Examples of typical violations:
 - Unsafe set construction, lighting, or sound practices.
 - Altering permanent infrastructure or Northwestern owned equipment, including but not limited to building, furniture, AV equipment, etc.

