

Ashurst Hall

ASHURST HALL TRAINING MANUAL 2023

Note: This manual assumes familiarity with the 2023 Usher and/or House Manager training manuals. House procedures that are identical in all venues are omitted.

PRE-SHOW:

1. **Managers: Arrive at least 15 minutes prior to call time.** Use the key swap to retrieve additional Ashurst keys. Radios are located on top of the sound cabinet. All crew will report to the booth on the third floor at the start of the shift.
2. **Turn on boards, sound, and lights.** The outer rows of house lights can only be operated by the grey breaker panel on the wall of the booth. The sound board tech is operated by the switch on the sound rack.
 - a. **NOTE – DO NOT flip any breakers in any of the panels except for the ones required to turn lights on/off!** Flipping any other breaker may shut off the power for necessary equipment or lights.
3. **Open window curtains and shades, if necessary.** If opening the shades would make Ashurst hall too hot, skip this step and just open the curtains. Both the curtains and shades have a chain/rope-pulley system. DO NOT try and “yank” the curtains open.
4. **Set up for event.**
 - a. Tables and chairs are commonly used and are located in the catering room. If catering services are coming for the event, make sure to direct them to the hall. Verify if the client ordered the “no frills” package or if catering services will be returning to help clean up post-show.
 - b. Projection, sound, and mic equipment can be found in the booth. Sweep and mop house floor/stage if necessary. The computer in the booth is connected to the Extron system for projection and sound.
 - c. Other materials are located in the storage rooms backstage.
5. **Managers: Unlock Hall doors for client entry.** If it is outside of regular building hours, unlock the accessible building entrance down the Graduate Studies hallway and the main entrance doors on the first floor.
6. **Greet the client, and introduce yourself.** Double check stage/floor set up, show order, and any other technical needs.

HALL OPEN/SHOW START:

1. **Find appropriate positions in the hall.** Managers should operate the show from the booth. Hands should be positioned as necessary inside the house, at the hall entrance, or at building entrances. All crew should be available and follow similar procedures to our other venues.
2. **Intermission procedures are identical to those in our other venues.** House lights should be brought up, if adjusted.
3. **Button/Unbuttoning doors.** The hall entrance doors in Ashurst must be propped instead of buttoned.

POST-SHOW:

1. **Wait for all audience members to clear before striking the Setup.** Return all equipment.
2. **Clean the stage and backstage area.** Sweep, take out trash, and mop if necessary. Return the piano if it was used.
3. **Clean the main hall area.** If there was catering, expect catering services to come help clean unless the client ordered the “No Frills” package. In that case, it is the client’s responsibility to clean and return catering services’ belongings. Put away tables, chairs, podium, etc.
4. **Pre-set for next event** according to the technical forms.
5. **Close window curtains/shades.**
6. **Turn off lights in the hall** and shut down the systems/consoles. The blue lights backstage are always left on.
7. **Managers: Lock the building** if you are leaving after their regular hours.

ROOMS IN ASHURST HALL:

Catering Room

- In the catering room you will find: Extra chairs, Round tables, Rectangular tables, Cleaning supplies. Including dust mop, brooms, and push brooms.
- A note about the chairs: Do not mix the red and purple chairs! If they’re mixed they look terrible out in the house. The only occasion you should really need to use the purple chairs is if there’s a very big event and you need the extra seating.
- The door to the catering room outside of the hall’s entrance does not need to be unlocked if it isn’t going to be used, however it must be checked at the end of the event.
- Take care when moving the chair stacks and round tables.

Backstage Instrument Storage Room

- There is a storage room backstage, Stage Left. This is where our pianos and other instruments are stored. Music stands are also located here.
- **The door to this room should always be left open to regulate the temperature for the piano and harpsichords.**

Audio Storage Room

- The Audio Closet is located off Stage Left next to the backstage desk. It houses our monitor wedges, mic stands, mic cables, VGA cables, HDMI, XLR, Edison, and DI boxes.
- The audio storage room needs to be closed and locked at the end of the event.

Janitor’s Closet

- This closet is to the left just before you enter the Hall from the main entrance. Mop water and buckets are located here.

Stage Accessibility Lift

- This is a small room on the right side of the house (stage left) that houses the podium and a lift to get clients with accessibility needs onto the stage.

OTHER INFORMATION:

Keys

AEE – Unlocks all of the outside doors including the rolling door at the loading dock

ASH – Unlocks all of the inside doors including the hall, catering room, backstage doors, audio closet, and the booth

Hex – Unlocks the crash bars for the main entrance, side entrance, and the hall. It is located on the Ashurst key ring that hangs on the wall next to the audio console in the control booth.

Locking and Unlocking the Building

Main Entrance – First floor in the lobby, the big double doors. Unlock the crash bars using the Hex key.

Accessible Side Entrance – West side of the building. If you are coming into the building from the main entrance, it is the door all of the way at the end of the hallway to your right. Unlock the crash bars using the Hex key.

Ashurst Hall – The main doors to the actual hall. You will use the ASH key to initially get in, but you will use the Hex key to unlock the crash bars. These doors need to be propped open.

Control Booth – Third floor. Use the ASH key.

Audio Closet – The little closet off Stage Left. Use the ASH key.

House Setup:

- When setting up chairs in the house. The most common setting is in groups of 5 with one leg of each group touching the spike marks such that the chairs are in a diagonal if they are on the outer rows of the house, and straight if they are in the middle column. Setup should consist of three columns of chairs. Chairs can be locked together on their edges. Other setups will be drawn on the tech foms.

Projector

- It is controllable via the remote located in the control booth. DO NOT unplug the remote. If unplugged, the remote sometimes has trouble reconnecting to the projector. The angle for the remote from the control booth is tricky.
- **ALWAYS REMEMBER TO TURN OFF THE PROJECTOR!** If the power light is ORANGE, it is off. If it is solid or blinking GREEN, it is on.
- The screen is motorized and can be brought in or out using either of the two switches. One switch is located backstage on the wall behind the backstage computer. The other is located on the wall to the right of the sound console in the control booth. The screen does not have a limiter, so do not run it too far up or down.
- Connecting to the Projector –
 - Booth – there is a connection unit for the projector underneath the booth computer.
 - Check that the input number on the system corresponds to where you are running video from (stage floor pockets, booth computer).

Trash

- Use the elevator to take out the trash. Exit through the door by the loading dock. The dumpster is located approximately thirty yards from the ramp, and is along the adjacent street.

Sound

- To view the console manual online, go to http://www.allen-heath.com/media/gl2400ug_ap5597_2.pdf