

# THEATER RENTALS: GENERAL INFORMATION

## The Mead Center for American Theater

### Which theater is right for me?

The Mead Center houses three theaters, which are available for rental when they are not in use for Arena Stage productions. Please inquire about availability for each space.

#### The Fichandler Stage

A 675-seat theater in the round with a rectangular deck in the center. Clients may seat the entire house or create a more traditional forward-facing arrangement for around 450 guests.

#### The Kreeger Theater

Has orchestra level and balcony seating for 510; it is the most traditional in style and layout of the three theaters.

#### The Kogod Cradle

A 200-seat black box theater with excellent acoustics and sight lines. All three theaters have a green room and set of dressing rooms which may be used for event participants.

### How much time should I book in the theater?

Basic packages for our three theaters are listed below. Pricing varies based on the length of the event and what elements are involved in the event production. Time in the theater can usually be calculated by adding twice the length of the event/performance for technical set-up, plus time for load-in, focusing projections (if any) and load-out. If the event is a music performance, a panel discussion, one that has specific microphone needs or requires rented sound equipment, we recommend allowing at least an hour for a sound check. Some performances and larger corporate rentals will require a load-in and technical rehearsal the day before the event.

### Should I book rehearsal in the space?

We encourage adding extra rehearsal time in the theater space if the event has many moving components; changing or complicated light looks; or the rental is a play, fashion show or performance with frequent entrances/exits or changing set pieces. Adding rehearsal time allows our theater crew to become more familiar with the event and provides opportunity to present a more polished program. Event programs should be prepped and rehearsed before the event or rehearsal day at The Mead Center to ensure ample time to step through the event with our theater crew.

## RENTALS

### Rental Fees: Theaters

Performances | Awards Shows | Meetings and Conferences

Theater	Capacity
Fichandler Stage	675
Kreeger Theater	510
Kogod Cradle	200

We create custom proposals for each theater rental. Theaters are booked at an hourly rate based on the length and complexity of your event; please request a proposal from our events team. 501(c)(3) nonprofit organizations are entitled to a discount on room rental fees.

# LABOR

## Roles of the Production Staff

### Required Staff

#### **Stage Manager**

Leads the theater crew and is the logistical and organizational lead for the duration of the event. Calls run-of-event cues for lighting techs, sound techs, video techs (if applicable) and deck hands to ensure correct timing and smooth transitions throughout the event. Will attend all in-space rehearsals and technical rehearsals, and are the direct contact for the client during this process. Can act as an assistant stage manager if the client's av/production crew is calling the event.

#### **Light Board Operator**

Run the lights during the event. Programs lights from the pre-hung light plot to the specifications decided during tech and event rehearsal. Usually has time to program around 5 standard light looks that can be transitioned into and out of through the run-of-event. Operators can also focus specials and add in a pre-made gobo into the light looks. Size A gobos are preferred. If you have more specific lighting needs please ask about adding a lighting designer.

#### **Sound Board Operator**

Runs the sound board during the event. The sound board operator setups equipment provided by The Mead Center, makes connections, tests equipment, establishes monitor mixes and the mix to the house. Will also assist in connecting and testing equipment the client brings. They oversee the sound mix from in the house throughout the event. Our sound board operator can provide only one monitor mix for the duration of the program, so if the event is a music performance with very specific audio needs we recommend clients bring a manager or technical advisor who can provide custom monitor feeds for each person onstage using their sound console.

#### **Deck Hands**

Deck hands have many roles and begin each event by cleaning and inspecting the stage and backstage areas of the theater prior to client arrival. Throughout the event, they can move set pieces, lecterns, small tables, chairs, etc. Deck hands assist with the management and flow of people backstage. Deck hands attend all in-space rehearsals. They call guests to backstage from the dressing room areas and ensure performers/speakers are entering the stage at the correct time and location. They can make minor repairs to equipment and during the run-of-event are backstage to address any issues onstage. At least two deck hands are required for the Fichandler and Kreeger Theaters. One deck hand is required for the Kogod Cradle, but complex events may benefit from two. Deck hands are well versed in emergency procedures, and ensure the safety of anyone in the backstage areas during an event.

#### **House Manager**

House managers assist the guests attending the event. They make announcements in the lobby when the theater is open and help guests get to the correct theater space. House managers ensure the safety of the guests inside the theater space. They do assist with seating inside the theater, but if clients have reserved sections, VIP areas, or assigned seating, we request assigning client-provided volunteers or ushers to assist with seating to ensure guests are seated in a timely manner.

### Additional Staff Options

#### **AMX Panel Lighting**

The most basic lighting option. This option runs without a light board operator, and instead pre-programmed static light looks are turned on and off from a panel controlled by the deck hand. This would give the client very little control over the lights in the space because the basic looks are limited to what is already programmed into the panel from our light plot.

Accommodates about three looks, a pre-show, one show/event look, and a post-show look. Not recommended for events with projections. This would be ideal for meetings or other non-formal events.

#### **Lighting Designer**

Allows for more complexity and creative control in light looks. Designers meet with the client early in the process and can implement changes to our lighting grid to create custom light looks. This allows greater creative interpretation and flexibility. Strongly recommended for performances, large conferences, plays, when spotlight operators are requested or events that are televised or livestreamed.

### Spotlight Operator

Needed for manually operated spot lights in the Kreeger (2) or Fichandler (2-4, depending on seating configuration) . Use of spotlight operators may require changes to our prehung light grid and may also require a lighting designer.

### A2 (Second Audio Technician)

Assists the soundboard operator from the backstage area. They monitor signals from wireless receivers, attach microphone elements on presenters, assist with the tracking of microphones and are not tied to the sound board so they can troubleshoot any issues that arise. A2s are strongly recommended for events that use more than three lapel microphones, bands that use multiple electronic instrument inputs or any event that has a succession of multiple speakers or multiple panel discussions.

### Rigger

Leads the theater crew in the safe installation of large, heavy set pieces or structures overhead. Trained to safely install scenic pieces to fly in the Kreeger Theater or hang from our grid in the Fichandler Theater and Kogod Cradle. Please inquire to see if a rigger would be required for your event.

## Staff Rates

Item	Description	Standard Fee	Non-Profit Fee
Production Prep and Programming	Varies, 4-hour minimum	\$45 hr/person	\$30 hr/person
All Crew Members	4-hour minimum	\$45 hr/person	\$30 hr/person
Lighting Designer	One Consultation/ Design Session	\$300	\$300

## Other Staff Considerations

Theater crew minimums are four (4) hours, and a maximum of thirteen (13) hours including breaks. The crew uses the first half-hour of call time to sweep and mop the deck and prepare the theater for client arrival. The earliest call time is 6 a.m. (6:30 a.m. client access time) or one hour after Metro opens, whichever is later. The latest crew can be dismissed is one hour before Metro closes. Crew require a 45- to 60-minute break every six (6) hours, plus a 10-minute break every two (2) hours. If the long break is not provided, or is shorter than 45 minutes, the client must provide a meal for all crew members or be charged a meal penalty.

# EQUIPMENT

## What equipment is included in the rental?

We can accommodate a wide array of events in our theater space, and as a result, price most of our equipment separately to accommodate the needs of each rental. Rentals include access to the standard built-in light plot in each theater space as well as the built-in house audio system. Clients have access to 6' x 2' tables that can be used for ticket tables, award tables, etc. We also have a selection of chairs available and a small stock of music stands. Our rental equipment is listed below, but please inquire about any equipment not listed.

## Podium | Audio Equipment

Item	Description	Fee
Podium, Lucite	Maximum 2	\$150 each
Microphone, Wireless Handheld	Inquire about availability	\$50 each
Microphone, Lavalier	Inquire about availability	\$100 each
Monitor Wedges	Inquire about availability	\$50 each

We do not have independent video department and do not provide content playback support, troubleshoot ing outside equipment or troubleshooting any hardware/software incompatibilities. We highly recommend engaging an audiovisual company to assist with any content management or video projections during your event. We can recommend companies who have worked in our theaters.

## Screen | Projectors | Video

Item	Description/Notes	Fee*
Screen (7' x 12')	16:9 Aspect Ratio, maximum 2	\$150
Screen (9' x 12')	4:3 Aspect Ratio, maximum 1	\$150
Screen (other sizes)	Other sizes	Please inquire
SD (Standard Definition) Projector	VGA Connection, maximum 1	\$450
HD (High Definition) Projector	HDMI Connection	\$750
32" Confidence Monitor	Guitar stand, maximum 2	\$150
40" Plasma Screen	On stand, maximum 2	\$250
70" Plasma Screen	On stand, maximum 2	\$750
Plasma Screen	Other sizes	Please inquire
Stage Drape/Background	Colors vary, please inquire	Please inquire

\* Screens come with stands if needed. Select screens have skirts, but dress kits and drape need to be rented separately.

## Do you allow photographers or videographers?

Photographers and videographers are welcome in our theaters. Please keep in mind that equipment must be placed in areas in accordance to our fire codes. It may be necessary for some video equipment to block off audience seating to achieve the desired video look. Please let us know the number of cameras and if your videographer(s) will need an audio feed from our soundboard. Please have all photography and video personnel arrive at least 45 minutes before the event to set-up.