

Shanley Theatre Guidelines

For Theatrical Productions in Shanley Pavilion
Updated September 2023

Table of Contents

Reservation Process	1
Production Timeline.....	1
Theatre Dashboard	2
Pre-Production Meetings.....	2
Rates and Fees	3
Facility and Safety Guidelines	3
Space Layout and Egress	4
Scenic	5
Props.....	6
Lighting.....	6
Theatre Garages	7
Technical Equipment and Infrastructure.....	7
Safe Working Practices	8
Special Considerations.....	10
Damages and Fines	10
Contact Information	12

Reservation Process

Reservations can be made in-person, by phone, by email or online at:

<https://www.northwestern.edu/norris/events/>

Production Timeline

Up to 1 Year in Advance Advance Scheduling

Up to 1 Quarter in Advance Schedule Pre-Production Meetings

Use the [Student Theatre Pre-Production Intake Form](#)

6 weeks before load in Pre-Production Meeting #1

3 weeks before load in Drawings submitted

2 weeks before load in Pre-Production Meeting #2

Week of show (typically a seven-day reservation)

Sunday Load-In, beginning at 4pm

Saturday Final Show

Clean-up: The responsibility for cleaning and daily upkeep of Shanley is that of the group using the facilities at that time. Dressing Rooms must be kept free of trash and food. Make-up must be stored neatly. The custodial cabinet in the corner restroom must remain accessible.

Trash Disposal: Trash must be removed from Shanley daily to discourage pests. Daily trash and small items from strike must be disposed of in the dumpster at the Jacobs Center loading dock. In cases where there will be a larger amount of scenic or other materials to dispose of, an additional dumpster must be arranged with Norris staff with a chartstring provided by the sponsoring organization. A plan for trash disposal must be discussed at the Final (2 Week) Production meeting. Under no circumstance may trash or materials be left on the Jacobs Center loading dock that block access to the dumpster or other functional areas of the loading dock. Use of the Norris dumpster (or any other campus dumpster) to discard items from Shanley is prohibited.

Facility Issues: Please contact Norris staff

Every occupant should be able to see at least two means of egress from any place in occupancy
Emergency lighting units shall not be covered or obstructed.
The circuit breaker panels and the gate to the fire suppression cage in the dressing room must remain accessible.

Scenic

Any complex or unusual scenic requests should be presented to the Norris team as early as possible, to ensure adequate time for review, approval, and modification if necessary.

Rigging

No scenic items may be hung from the ceiling, cable trays, or sprinkler pipes.
All structures and hard scenery must be ground supported.

Platforms

All platforms should be constructed securely, using accepted theatrical construction techniques.

Platforms must be free standing and cannot be connected to the building.
Legs are to be secured to platforms using at least 2 bolts inserted and tightened at intersecting angles. Decking screws may be used with advance permission from the Production Manager and a safety plan.

Stairs and Ship Ladders

All stair units and ship ladders should be built to acceptable theatrical standards.

Walls and Flats

All walls should be constructed securely, using accepted theatrical construction techniques.

Vertical structures cannot be connected to the building, and must be self-supporting

All walls and flats should be properly supported, bracing with jacks or attaching to other wall units and platforms.

Paint

Painting is permissible in Shanley Pavilion. The space must be returned to its flat black. with the space painted

All wood stain, spray paint, aerosols and other potentially flammable chemicals require special storage procedures. Work with Norris team to determine proper use, storage, and disposal

All spray paint should be done outside. Please put tarps down and/or take other precautionary measures to ensure that paint does not get on the sidewalks, roads, or exteriors of any building.

Devices should only be secured to set pieces with hot glue, as tape can cause the tape to overheat

Devices should not be secured to any elements of the building infrastructure, including flooring, walls, etc.

- Self-Fabricated LED Tape/Set Electrics/Wiring Devices are not allowed

Theatre Garages

Overview: There are three University-owned garages that are utilized by student groups for the construction and storing of scenery. The Norris Production Manager acts as a liaison between the student theatre community, the occupants of the adjacent office buildings, and the University.

Clean up: The group building scenery in the garage spaces is responsible for daily cleanup. All materials must be brought in at the end of each build day and the garages swept and cleaned. **No scenery, however large or small, may be left outside the garage or in the adjacent yards. Groups must be especially diligent not to leave screws or other sharp materials on the ground, in the yards, or on or near any nearby parking lot.** The overall responsibility for the garages (occasional deeper cleanouts, day-to-day space organization, etc.) lies with StuCo. Dumpsters may be arranged for garage cleanout through Norris staff.

Facility Issues: Please notify Norris staff of any facility issues, such as lights out, doors/locks malfunctioning, expired fire extinguisher inspection tags, empty first-aid kits, etc.

Walkthroughs: Norris staff will walk the garages every week to ensure no materials are left outside. Individual groups are responsible for costs/fees associated with disregarding these policies and for additional labor for cleanup.

Technical Equipment and Infrastructure

No sound equipment or infrastructure is provided

DMX

A single 100ft. 5-pin DMX cable is installed that runs from the dimmer rack locations in the dressing room into the main room. The cable is long enough to reach most tech table positions.

A single 50ft. 5-pin DMX extension cable is available for extending the installed DMX cable or other use

Power

Power can be tied in using the company switches in the dressing room. Group is responsible for providing their own dimmer rack or distro and the necessary camlok cables.

There are a handful of standard Edison outlets throughout Shanley that provide standard power

House Lights

There are two sets of house lights, one fluorescent and one LED. Fluorescents are controlled via dimmer switches by the main entrance. LEDs are controlled via dimmer switch next to the dressing room entrance.

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

Power tools may be used in Shanley with the expectation that all safety guidelines and best practices are observed. Eye and ear protection MUST be worn if using any type of saws.

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 Environmental Health and Safety](#)

Special Considerations

Animals: No live animals are to be used in any production.

Fog & Smoke: Smoke/haze machines of any kind are prohibited.

Loss of Materials: Norris University Center will not be held liable for items lost, damaged, or stolen while stored in the Norris University Center or Shanley Pavilion.

Heat Producing Elements: Prohibited items include, but are not limited to, space heaters, open flame, lanterns, ovens, kitchen appliances, hot plates, cigarettes, candles and matches. Open flame and pyrotechnics in any form are prohibited.

Alcohol:

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

