

**G. Mennen Williams Auditorium
Information, Procedures and Policies
(updated Winter 2009)**

Contents

Quick Facts	3
Contacts	3
Reservation Procedures	4
Services and Operational Policies	5-7
Williams Auditorium Electronic Sign Policy and Procedure	8
Facilities Request Form	10
Facilities Use Agreement	11 -12
Rental Fees and Charges	13 -14
Ticket Information Form	15
Stage Dimensions	16
Seating Chart	17
Stage Layout	18
Sound Equipment 19-20	
Lighting Equipment	21-22
Fly System Schedule	23
Campus Resource Phone List	24
Local Resources and Media Contacts	25-26

Quick Facts

G. Mennen Williams Auditorium provides a venue for the performing arts, entertainment events, lectures and campus wide convocations.

Williams Auditorium is the home of Ferris State Theater, Live! at Williams Performing Arts Series and Movie Night. Other on campus programming units including Arts & Lectures, the Music Area, Entertainment Unlimited, The Office of Multicultural Student Services and Student Activities & Leadership are frequent sponsors of events in the facility. Theater area classes including acting, stagecraft, lighting and stage makeup are held in the facility. For the up date to date information on activities at Williams Auditorium, visit our website at www.ferris.edu/arts or call (231) 591-5600.

The Facility

The facility was built in 1961 and was originally named Starr Auditorium. The facility includes a recently renovated lobby, ticket office and concession stand. The auditorium seats 1644 and is equipped with updated sound, lighting and rigging systems. Backstage includes (2) dressing/restrooms and green/classroom with (20) makeup stations. Layout and dimensions of the facility can be found on pages 16 thru 18 of this document. A listing of light and sound equipment as well as a rigging schedule is found on pages 19 thru 23.

The ticket office has a computerized ticket system including on-line ticket ordering. Visa, MasterCard and Discover charge cards are accepted. Box office hours are 11:00 am to 4:00 pm, Monday thru Friday, during the academic year. The ticket office is open (1) hour prior to start time for weekend events.

The auditorium is managed by a full-time administrator and (1) adult part-time employee. Box office and stage crews are staffed by students of Ferris State University. Specialized technical expertise is available through the Auditorium Manager.

Williams Auditorium is a program of the Humanities Department, College of Arts & Sciences at Ferris State University.

Contacts

Ticket Office and Event Information: (231) 591-5600

Website: www.ferris.edu/arts

Williams Auditorium Manager: Trinidy Williams
(231) 591-5363, Trinidy_Williams@ferris.edu

Humanities Department Head: Dr. Grant Snider
(231) 591-2777, Grant_Snider@ferris.edu

Mailing Address: Williams Auditorium
Ferris State University
901 S. State St. STR 205
Big Rapids, MI 49307

Booking Williams Auditorium

Williams Auditorium is available for use by University departments, community organizations and for-profit enterprises. Williams Auditorium is a fee based service of the University and annually approved and published in the University Rate Schedule. Fees for Williams Auditorium are listed on page 13 or can be found at <http://www.ferris.edu/arts/WillAudRates0607.pdf>. In addition, Ferris State University has established the following use priorities:

Priority 1: Academic Programs of the Humanities Department

Humanities Department classes, University Theatre and Music Center Activities.

Priority 2: University Administrative Programming

University-wide general programming as mandated by either the President of Ferris State University, the Vice President for Student Affairs, the Vice President for Academic Affairs, or the Associate Vice President for Academic Affairs. Encouraged to establish annual dates.

Priority 3: Arts & Lectures Committee Presentations

Priority 4: Ferris State University Departmental Programming

Academic Departments, Student Leadership and Activities, Office of Minority Affairs, Career Services

Priority 5: Registered Student Organizations

Priority 6: Nonprofit External Organizations

Priority 7: For-profit External Organizations

Booking Procedure

Williams Auditorium and related facilities are reserved through the Auditorium Manager. The procedure for making a reservation is as follows:

If on campus, open the Williams Auditorium calendar on Lotus Notes to view available dates. You can also determine available dates by calling the auditorium office at (231) 591-3676.

When you have selected an open date for your program, fill out the Williams Auditorium facility reservation form on-line at <http://www.ferris.edu/Arts/audreserv/audireservform.cfm> or complete a paper form and forward it to the Auditorium Manager. (See page 9)

You are encouraged to call or meet with the Auditorium Manager to discuss the services and resources available for your event. A cost estimate for use of the facility can be prepared in advance.

You will receive an email confirmation or signed copy of the reservation form from the Auditorium Manager. You may also be required to sign a technical rider, provide proof of insurance or make a cash deposit to complete the reservation. Please note, the facility is not booked for your event until you received email confirmation or a copy of the facility reservation form signed by the Auditorium Manager.

The Auditorium Manager will contact you two to six weeks in advance of your presentation to plan and confirm event details.

Williams Auditorium Services and Operating Policies

Williams Auditorium staff is responsible for coordinating and managing technical and event services in the auditorium including box office, front of house and backstage operations. These services include:

- Event planning and preparation.
- Estimation of costs for facility use and execution of talent contracts.
- Ticket selling and auditing per established University policies.
- Auditorium staffing and supervision.
- Facility maintenance and safety
- Stage lighting, projection, rigging and sound operation and support

Box Office

Events open to the public and/or the greater University community are ticketed through the auditorium box office. All public events are ticketed, even if free to audit attendance. Ticketing services are included in the auditorium rental fee (see information form page 15).

The box office is open the last week of August to the first week of May. Hours of operation are 11:00 a.m. to 4:00 p.m. Monday thru Friday. The ticket office remains open from 4:00 p.m. to show time for week day events. The ticket office opens one hour before show time for weekend events.

Ticket can be purchased at the window, over the phone and via the internet. Cash, check with i.d. and charge cards are accepted (Visa, Mastercard, Discovery). External organizations are charged 5% of gross credit card sales sold for their event. Phone and credit card order can be mailed or held at the ticket office for patron convenience.

The ticket office will provide a detailed and balanced sales report for the sponsoring organization.

Ticket revenues are deposited daily with the Business Office per University policy. **No settlements will be made the night of the event.** Ticket proceeds are distributed through the accounts payable office. Only box office employees are permitted in the box office.

Front of House

A house manager, ticket takers and ushers are included in the auditorium rental fee. Front of house staff assists in the flow of patrons in and out of the auditorium. Their duties include:

- Checking patrons' tickets and assisting in seating.
- Distributing programs.
- Directing and assisting patrons in the case of emergency.
- Communicating problems and complaints to the attention of the manager on duty.

Volunteer ushers are welcome. Volunteers will be scheduled, trained and supervised by the Auditorium Manager.

At events open to the public or student body, Williams Auditorium seating areas will not be roped off to close seating sections or reserve seats for user guests, volunteers or staff. Reserved ticketing is available to control patron seating or provide special accommodation for user staff, volunteers or guests.

Front of House (cont)

The Williams Auditorium Manager, or designee, may at their discretion, require masking of audio/visual equipment in view of the audience at events open to the public or student body.

No flyers, posters or other signs may be posted on auditorium doors windows or walls. Williams Auditorium has easels available and a designated area for event postings and announcements.

Late Starts

Performances at Williams Auditorium start at their advertised time. It is the responsibility of the presenting organization to insure performers and presenters are prepared to begin on time. Late starts are disrespectful of patrons times while adding unnecessary production costs. These costs are the responsibility of the sponsoring organization and when identifiable, will be passed onto the sponsoring organization. If circumstances dictate that a performer will be unable to perform when scheduled, a substitute programming should be arranged.

Late Seating

Depending on the event, late seating may include waiting for the first break in the performance as determined by front of house staff and artist's representative.

Photography, Recording, Cell Phones and other Technologies

Generally, photography and recording devices are not be permitted during performances without the written consent of the artist. Flash photography is not permitted. Patrons will be asked to disable cell phones, pagers and laptops.

Accommodations for Disabilities

Williams Auditorium is equipped with a hearing assist system available upon request. The facility has limited wheelchair accessible spaces. There are two spaces in the back of the auditorium, and room for several wheelchairs on the apron area in front of the main seating area. Staff will provide folding chairs to patrons accompanying wheel chair bound guests.

Safety/Emergency Procedures

Phones to contact emergency personnel are located in the lobby, the ticket office and backstage. Emergency personnel are contacted by dialing 911. Non-emergency calls are directed to campus police and 591-5000.

An emergency action plan has been established for Williams Auditorium and is available for review in the Auditorium office. Emergency Action Guides are posted throughout the facility. First Aid kits are located in the box office and at the stage manager's panel (stage right). An Automated Electronic Defibrillator is located at the east end of the auditorium lobby.

The ushers and backstage staff are trained to assist in evacuating the facility. Ushers are equipped with flashlights to direct patrons in the event of a power outage. The manager on duty has completed CPR and AED training.

As the auditorium does not have a safe place to direct audiences during extreme weather conditions, the additional procedures are followed:

The Auditorium Manager or in his/her absence, the stage manager, is responsible for monitoring weather conditions beginning two hours before the scheduled start of an event. Monitoring will include web based Doppler radar, personal observation of local conditions and contact with Public Safety.

Safety/Emergency Procedures (continued)

- In the event of tornado or severe thunderstorm warnings for the Big Rapids area, the event will be cancelled. Patrons arriving for the event will be directed to designated locations.
- In the event of tornado or severe thunderstorm watch for the Big Rapids area, the auditorium manager or in his/her absence, the event stage manager, will post 'Watch' notices at entrances to Williams Auditorium. If in the opinion of the auditorium manager/ stage manager conditions warrant cancellation of the event, the event will be cancelled.
- In the event a tornado or severe thunderstorm warning is issued while the auditorium is occupied, the program will be interrupted to announce the warning. If time permits, house lights will be brought to full and ushers will assist patrons to the back and side walls of the auditorium. Patrons in the lobby are to be directed to STR 106 and lobby restrooms.

Backstage

Technical support (lights, sound, audiovisual etc.) is arranged through the Auditorium Manager. With planning, the auditorium can provide fairly complex technical support for your event. In addition to the resources available on campus, we can also contract vendors for additional support. Technical support requires advanced planning and collaboration, is labor intensive and must be planned in advance.

Volunteer crews are welcome and will be trained, scheduled and supervised by the Auditorium Manager.

Scenery and props are generally not available from the auditorium unless arranged for well in advance of the event. Ferris State Theater, the academic program does occasionally make items from their inventory available, contact Trinidy Williams at (231) 591-5863 for additional information.

The auditorium manager or his/her assignee supervises all setups, rehearsals and performances in coordination with the presenting organization's representative. The auditorium manager reserves the right to prohibit any activity that in their opinion, puts personnel or facilities at undue risk, or is not consistent with policies and procedures established by Ferris State University.

Props, costumes, sets etc., should be removed immediately following the last performance unless otherwise arranged with the auditorium manager. The auditorium does maintain a lost and found for valuables, but is not responsible for materials left behind.

Subcontractors

Subcontractors (lighting, sound, rigging etc.) must be approved in advance by the Auditorium Manager. Expenses incurred by subcontractors will be charged to the sponsoring organization. Subcontractors are required to provide general liability insurance as deemed appropriate by Ferris State University's Risk Management Officer and provide proof of such insurance.

Catering

Meals and refreshments served in the Auditorium and Lobby must be booked through FSU Dining Services or the FSU Hospitality Program. See Appendix D for resource list. Backstage catering vendor must be approved in advance by the Auditorium Manager.

Concessions

Approved vendors in Williams Auditorium are charged \$20.00/table plus 15% of gross revenues. The Auditorium does operate a concession stand where performers and patrons alike can purchase soft drinks and assorted snacks. Concession services offered are at the discretion of the Auditorium Manager.

Use of Williams Auditorium Sign

An electronic billboard is located on State St. in front of the auditorium and is available to promote events. The University has established the following priorities and procedures for use of the sign. (FSU Business Policy 2005:08).

The purpose of the *Williams Auditorium* Electronic Sign is to enhance the quality of student and community life through increased communication about programs, events and activities at *Williams Auditorium*, Ferris State University. Other announcements of University-wide interest by University Administration (see priority list below) will be posted as well, including message overrides for emergency announcements as authorized by the President and Campus Public Safety. All non-emergency messages placed on the Ferris State University Message Center located in front of *Williams Auditorium* must have prior approval from the manager of *Williams Auditorium*. The University reserves the right to refuse any requested use of the sign.

Priority Use of *Williams Auditorium* Electronic Sign:

Priority 1: Announcements promoting events hosted by *Williams Auditorium*.

Priority 2: University-wide general announcements as mandated by either the President or Vice Presidents of Ferris State University.

Priority 3: Announcements promoting campus-scheduled cultural events sponsored by Ferris State University departments.

Priority 4: Announcements from Ferris State University departments, promoting University-related events

Announcements for Ferris State University Electronic Signs will **not** include:

- Commercial advertising or implied endorsement or approval of any goods or services.
- Commercial sponsorship unless a signed sponsorship agreement specifies use of the sign and is approved in advance by the Vice President for Administration and Finance or designee.
- Promotion of alcohol, tobacco or any candidate, including political, factional, sectarian, racist, sexist, bigoted, false, misleading or deceptive viewpoints.
- Personal information and/or messages, i.e., congratulations, birthdays, deaths, birth announcements etc.

Procedures

Messages must be submitted in writing, either by completing the attached form and sending it via campus mail to *STR 205* or by completing the Message Center Request form found on the University Intranet at <http://www.ferris.edu/htmls/administration/buspolletter/> and submitting it electronically to *williams_auditorium@ferris.edu*. Verbal messages will not be accepted as the likelihood of spelling errors and information inaccuracy dramatically increases. Requests will be posted no earlier than two weeks prior to the event.

Optimal use and effectiveness of the electronic message centers indicate that no more than three messages be displayed at a time.

The Office of the President and designated Vice Presidents have final approval of the use and content of University Electronic signs.

Ferris State University
G. Mennen William Auditorium
Facilities Request Form

(Available on-line <http://www.ferris.edu/arts/audreserv/audireservform.cfm>)

General Information

Name of Organization _____ Event _____

Date(s) of Event _____ Time Facility needed _____ - _____ Program Start Time _____

Contact Person _____ Phone _____ Dept. _____

Account Name _____ Budget # _____ Admission Charge _____

Services and Equipment

Please indicate the equipment and services you anticipate needing for your event. The Auditorium Manager will contact you approximately six weeks before your event to confirm details.

- | | |
|--|---|
| <input type="checkbox"/> Auditorium Lobby | <input type="checkbox"/> General Stage and House Lighting |
| <input type="checkbox"/> Stage Apron Only | <input type="checkbox"/> Lighting Cues |
| <input type="checkbox"/> Full Stage | <input type="checkbox"/> Follow Spots |
| <input type="checkbox"/> Rehearsal Room (STR166) | <input type="checkbox"/> Sound System (including mics, stands etc.) |
| <input type="checkbox"/> Dressing Rooms (2) | <input type="checkbox"/> Baby Grand Piano |
| <input type="checkbox"/> Box Office | <input type="checkbox"/> Band or Choral Risers |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Audio/Visual Equipment |

Additional Requirements or Comments _____

Please Note -- All services are performed by auditorium staff and subject to the approval of the Auditorium Manager. Rates and fees are established by the University and not subject to negotiation. Contact the Auditorium Manager at (231) 591-5863 for rate card and auditorium use policies.

Contract Terms

For rental and use of the G. M. William's Auditorium, sponsoring organizations agrees to:

Abide by the rules established in "Regulations and Rates Applicable to the Use of University Facilities" and Williams Auditorium Operating Policies which are annexed and become a part of this contract.
Compensate Ferris State University in full for services and/or damages associated with this event.
Abide by standards established by OSHA, local and state fire laws, and the American Disabilities Act.

Signatures

Organization Representative _____ Title _____ Date _____

Faculty/Staff Advisor _____ Date _____

Auditorium Manager _____ Date _____

Off-campus groups are required to place a 50% deposit at time reservation is made. Balance of estimate total is due two weeks prior to event.

FERRIS STATE UNIVERSITY FACILITIES USE AGREEMENT

Organization Name: _____ “[hereinafter referred to as “Organization”]”

Date of Event: _____

Facilities: _____

Intended Use of Facilities (Purpose): _____

Cost for Use of Facilities: _____

Other Terms and Conditions: _____

Name of Organization Representative: _____

[Note: Individual must have authority on behalf of the Organization to bind Organization to the terms of this Facilities Use Agreement.]

Title of the Organization Representative: _____

I, the undersigned, representing the above Organization understand and agree that Organization will abide by and be bound to the following terms and conditions in consideration of Ferris State University allowing Organization to use the facilities listed herein.

The University has the right to approve or reject all applications for use of University facilities and priority will be given to University affiliated groups, committees, and organizations.

Organization will conform to and comply with all of Ferris State University’s policies, rules and regulations and comply with all applicable municipal, county, state, and federal ordinances, laws, rules and regulations in using the premises, and will not use the premises so as to create any nuisance, or in a manner that tends to increase the risk of fire or liability, or the cost of fire or liability insurance on the premises.

Organization shall use Ferris State University facilities only for the purposes identified by Organization, above. Organization shall maintain general liability insurance as deemed appropriate by Ferris State University’s Risk Management Officer and shall provide proof of such insurance to Ferris State University. [Contact the Risk Management Officer at (231) 591-3848 for information concerning appropriate coverage.]

Organization shall reimburse Ferris State University for all damages to property incurred by Organization’s use of said facilities.

Organization shall defend, indemnify, and hold harmless Ferris State University, its officers, agents, and employees, from and against any and all actions, suits, demands, losses, claims, liabilities, and expenses (including reasonable actual attorney’s fees and costs), by whomsoever brought or alleged, including, but not limited to, those arising out of bodily injury, death, or damage to property, which may be imposed upon, incurred by, or asserted against Ferris State University allegedly or actually arising out of or resulting from (i) Organization’s breach of this Agreement; or (ii) the negligent act or omission of Organization’s officers, employees, or agents in any way related to this matter.

The foregoing indemnity from Organization shall include the claim of any agent, employee, or invitee of Organization, including claims arising from the presence of such persons on or about Ferris State University’s premises, and claims alleging or involving joint, concurrent, or comparative negligence, but such indemnity shall not extend to liability directly resulting from the sole negligence of Ferris State University or its related parties.

FERRIS STATE UNIVERSITY FACILITIES USE AGREEMENT (cont.)

Organization will provide sufficient, competent, adult supervisor as mutually agreed upon by Organization and Ferris State University. If Ferris State University personnel are used to supervise programs of sponsoring groups, an additional charge as deemed appropriate by Ferris State University, will be paid by Organization. Unless otherwise expressly approved by Ferris State University, possession or consumption of alcoholic beverages or illegal drugs in any form will not be permitted on Ferris State University property at any time. Any person under the influence of intoxicating alcoholic beverages or illegal drugs shall be denied opportunity to participate in any manner. To the extent Ferris State University has expressly approved the sale of alcoholic beverages at _____ (event, location, date and time), Organization represents and warrants to Ferris State University that a valid one-day special license has been obtained from the Michigan Liquor Control Commission, permitting the sale of alcoholic beverages on the Ferris State University facilities for the duration of Organization's use thereof under this Facilities Use Agreement, and agrees that any activities involving the possession, consumption or sale of alcoholic beverages shall be conducted in strict compliance with the terms of the special license and applicable state laws and regulations.

Organization agrees that the unlicensed or illegal possession, consumption or sale of alcoholic beverages is not permitted on Ferris State University property at any time. Any such person and those otherwise displaying disorderly or inappropriate behavior, whether or not related to alcohol consumption, shall be denied opportunity to participate in any manner. Organization further agrees that the possession, consumption or sale of illegal drugs in any form, is not permitted on Ferris State University property at any time. Any person under the influence of illegal drugs shall be denied opportunity to participate in any manner.

Organization shall also provide evidence of liquor liability insurance coverage in the amount of at least \$1,000,000 with Ferris State University being named as an additional insured.

Organization will not use facilities for events that would discriminate against an individual on the basis of race, color, creed, religion, national origin, sex, age, height, weight, marital status, veterans status, sexual orientation, or disability.

Display materials used or distributed on Ferris State University's campus must be approved by Ferris State University and must be removed immediately after the event.

Gambling, raffles, bingo, or other games of chance are strictly prohibited in Ferris State University facilities. No programs for secret purposes or for teaching or promoting any theory or doctrine of a subversive nature shall be held in Ferris State University facilities.

Programs interfering with regular school work or programs considered a nuisance by Ferris State University officials shall be prohibited.

Ferris State University shall not be liable for failure to provide facilities or services under this Agreement in the event such failure is a result of Acts of God, inclement weather (as deemed by Ferris State University), riots, strikes, labor difficulties, epidemics, any act or order of any public authority, or any other cause, beyond Ferris State University's control. In such an event, Ferris State University will not be required to provide special notification or provide or arrange for alternative facilities for use by Organization.

In the event Organization breaches any terms of this Agreement, Ferris State University may immediately terminate this Agreement and Organization's right to use Ferris State University's facilities without liability and penalty to Ferris State University.

I, THE UNDERSIGNED, WHO HAS AUTHORITY TO BIND ORGANIZATION TO THE TERMS OF THIS FACILITIES USE AGREEMENT, HAVE READ THEM, UNDERSTAND THEM, AND AGREE THAT ORGANIZATION WILL BE BOUND BY THEM.

AGREED TO THIS _____ DAY OF _____, 20_____.

Organization Representative

Witness

**G. Mennen Williams Auditorium
Rate Schedule 2008/2009**

	RSO/Fac/Staff	Community/non-profit	Commercial
Ticketed Event	\$575.00	\$750.00 + 5% charges	\$1650.00 plus + 5% charges
Non-Ticketed Event	\$375.00	\$550.00	\$1000.00
College of Arts and Sciences, Academic Affairs Office, President's Office, Enrollment Services	None	NA	NA
Rehearsal Room	\$50.00/day	\$50.00/day	\$50.00/day
Stage Management Fee (Assessed to all users)	\$30.00/hr.	\$30.00/hr.	\$30.00/hr.
Student Labor	\$8.50	\$10.00/hr	\$10.00/hr.
Student Custodial	\$8.50	\$10.00/hr.	\$10.00/hr.
Subcontracted Labor	Cost	Cost	Cost plus 10%
Physical Plant Charges	Cost	Cost	Cost
Concessions	NC	NC	\$20.00/table plus 15% of sales
Portable Sound System	\$150.00/day	\$150.00/day	NA
Portable Follow Spot (plus Auditorium Technician)	\$25.00/event	\$25.00/event	NA
Stage Sections (4 available, off premises only)	NC	\$100.00/day per unit	NA
Choral Risers (7 available, off premises only)	NC	\$75.00/day per section	NA
Band Risers (off premises only)	NC	\$15.00/unit/day	NA
Crowd Control Barriers (off premises only)	NC	\$10.00/day/unit	NA
8' Tables (off premises only)	NC	\$10.00 ea. per day	NA
Electronic Sign	NC	\$5.00/day	\$5.00/day
Chairs (off premises only)	NC	\$1.00 ea. per day	NA
Grand Piano	\$110.00	\$110.00	\$110.00

(continued on next page)

Williams Auditorium Rate Schedule (cont)

Additional Charges

A \$50.00/hr charge for time in excess of eight hours will be charged to all users. A \$100.00/hr. charge will be assessed for use of the auditorium beyond reserved time.

Williams Auditorium Rental Regulations

All reservations subject to terms and conditions of University Facility Use Agreement and Williams Auditorium Operating Policy Manual. A copy of the policy can be found on-line at <http://www.ferris.edu/arts/PolicyManual.pdf>.

Cancellation Policy

Cancellations can be made 2 weeks prior to the reservation date without penalty. A \$50.00 charge will be assessed to all University related activities cancelled within the two weeks of the event. Non-University activities will forfeit their deposit.

Williams Auditorium Event Ticket Information

NAME OF EVENT: _____

EVENT PRESENTED BY: _____

DATE OF EVENT: _____ TIME OF EVENT: Start: _____ End: _____

ADDITIONAL INFORMATION TO BE PRINTED ON TICKETS:

CONTACT(S):

NAME _____ PHONE: _____

AREA: _____ E-MAIL: _____

NAME _____ PHONE: _____

AREA: _____ E-MAIL: _____

NAME _____ PHONE: _____

AREA: _____ E-MAIL: _____

EVENT TYPE: _____ MAX # OF TICKETS: _____

SEATING SECTIONS: _____ OMITTED SEATS: _____

TICKET PRICES:

Adult _____ Student _____ Senior _____

NOTES:

Williams Auditorium Floor Plan

Seating Capacity - 1644

Proscenium width - 50'-0"

Proscenium height - 18'-0"

Grid height - 36'-0"

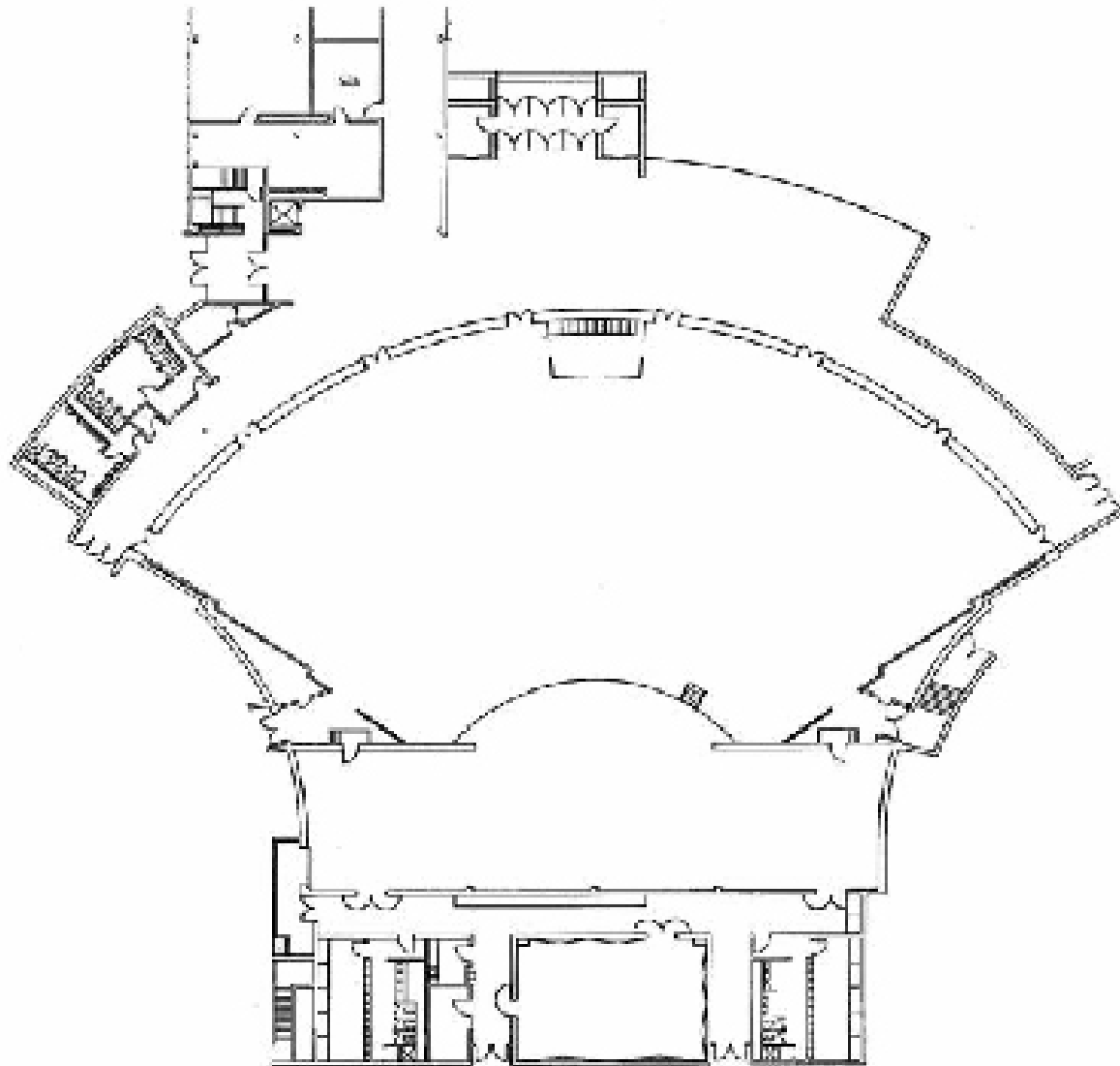
Proscenium line to front of apron - 15'-3"

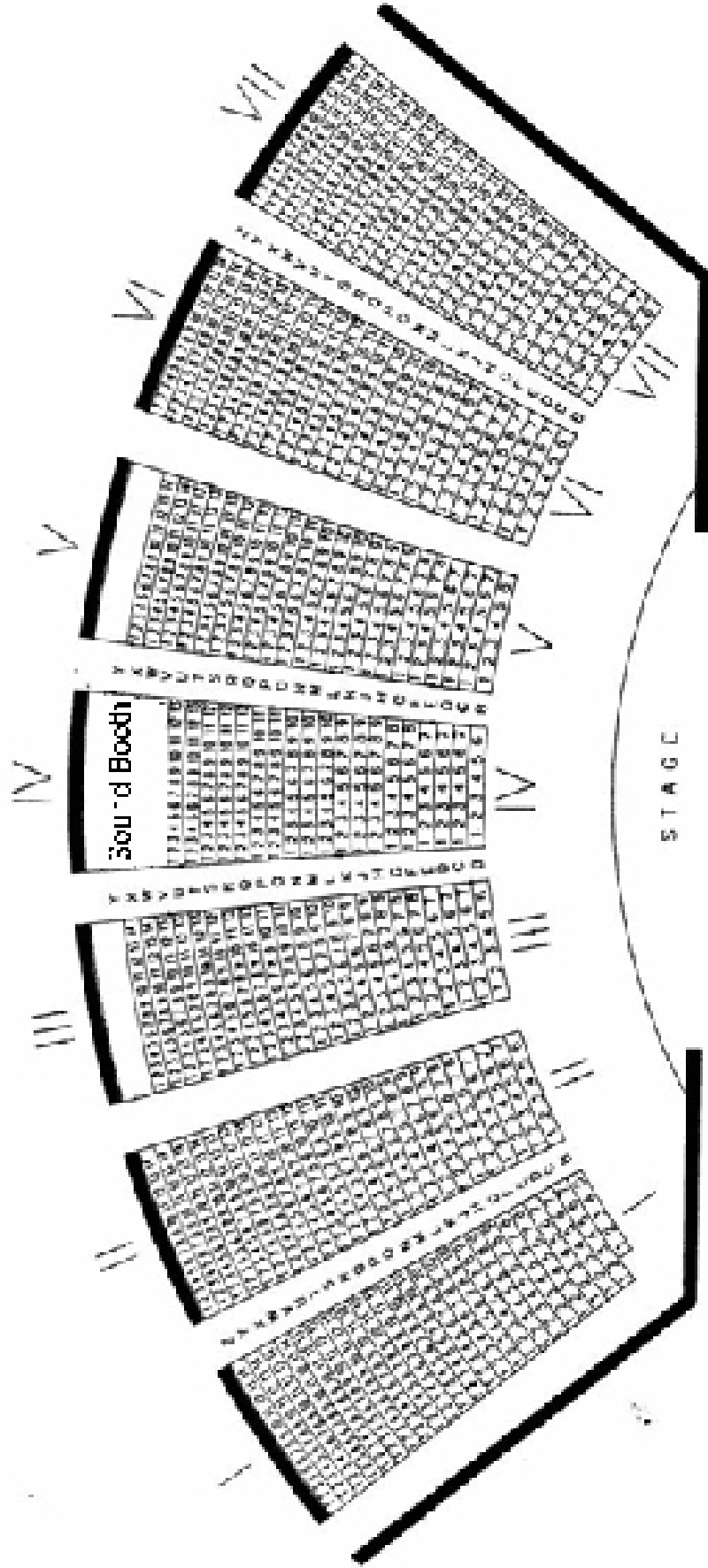
Proscenium line to back wall - 29'-0"

Stage left wing - 28'-0"

Stage right wing - 28'-0" (area also serves as scene shop)

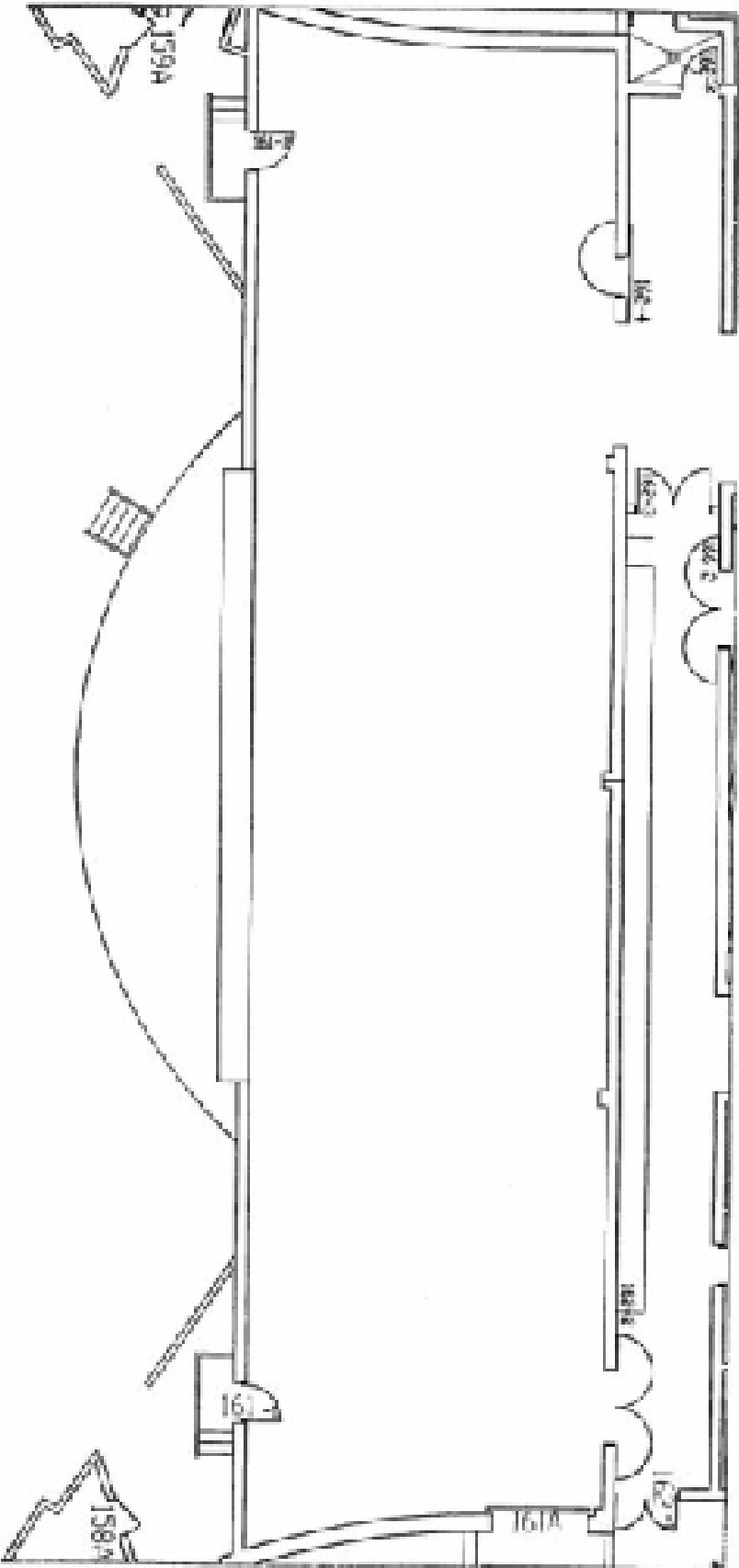
Company Box - (2) 400 amp services, located stage right





Seating Chart
G. Mennen Williams Auditorium
 (Capacity 1644)

Stage Floor Plan



Williams Auditorium Sound System

Mixing Console

- 40 channel Heath & Allen GL3000
- 8 sub groups, 8 Auxiliaries
- 4 band equalization (2 sweepable mid band)

Playback/Processors

- Tascam CD-160 CD Player
- Tascam CD-RW700 CD Player/Recorder
- Tascam 202 MK II Dual Cassette Recorder
- Tascam MD-801R Mini Disc Player/Recorder
- Lexicon Alex Digital Effects Processor
- Dbx-166a 1230 Two Channel Compressor/Limiter
- Aphex 622 Expander/Gate
- Ashley GQX Model 1502 15 band—Monitor send 1 & 2
- Ashley GQ Model 131 31 Band - Monitor send 3
- Peavey Q431f B1 Band Graphic 5Q with Feedback Locating System - Monitor send 4

Processors (post mixer, pre amplifiers)

- Ashley GRX model 3.01, 31 band
- Crown USM-810 Processor

Telex AAT-2 Personal Listening System

Amplifiers

- 5 - K2 Crown Amplifiers (Main House, 2 spares)
- 1 - Audio Centron RMA-250 (Backstage monitors)
- 2 - QSC 1250 Stereo Amplifier (Monitors)
- 1 - QSC 1500 Stereo Amplifier (Subwoofer)

Speakers

- (5) EAW KF 695
- (2) ServoDrive Contrabass sub
- (2) JBL Control 1 Booth Monitors
- (4) MacPherson Monitor Wedges

Sound Equipment (cont)

Microphones

- (12) AKG PS81 UHF receivers (patched to mixer)
- (12) DPA Series 4000 headset
- (12) AKG UHF Wireless transmitters
- (10) AKG lavalier
- (5) AKG D3800 wireless handheld microphones
- (5) Shure SM57 Beta
- (6) Shure SM58 Beta
- (1) Shure SM52 Beta
- (5) Shure SM81 Condenser Mics
- (3) Crown PZM PCC160
- (3) Audio Technica AT 853A Unipoint
- (2) Electro Voice RE 45 N/O Shotgun Microphone
- (5) EV N/O 457
- (4) Peavy PVM 480 Condenser Mics

Mic Stands

- (8) Boom Stands
- (14) Regular Stands
- (4) Table Top Stands

Telex Communication System

- (12) Wired Transmitters
- (2) Wireless Transmitters
- (10) PH-88 lightweight headsets
- (6) PH-1 heavy duty single muff headset
- (6) PH-2 heavy duty double muff headsets

Miscellaneous

- (2) 16 Channel Snakes 16 Channel, 4 returns
- Carver Compact Disc Player

Portable Sound System

Mixer

StuDiomaster Diamond 82Rb (8 inputs, 2 out)

Processing/Playback

Tascam CD-401 Compact Disc Player
Trac V-805X Stereo Cassette Player/Recorder

Amplifiers

(2) QSC EX 1250

Speakers

(4) KLIPSH

Williams Auditorium Lighting System

Lighting Control

ETC Express 48/96
192 Channels
600 Cues
Remote Focus Unit
Unison Control

Dimmers

(85) ETC Dual 20 Amp Universal Modules (170 dimmers)
(11) ETC Dual 20 Amp Constant Circuit Modules (22 circuits)

Lighting Positions (Dimmer per circuit)

Front of house position

48' from stage, 45 degree angle, 35 circuits (Dimmers 1 - 35)

Proscenium Cove

18' directly above apron, 17 circuits (Dimmers 36 - 49)

Proscenium Slot

SL and SR proscenium wall, 8 circuits paired (Dimmers 50 - 57)

First Electric

Line 7 (4'-9"), 21 circuits (Dimmers 58 - 78)

Second Electric

Line 10 (6'-9") , 9 circuits (Dimmers 79 - 87)

Third Electric

Line 23 (15'-5"), 8 circuits (Dimmers 88 - 95)

Fourth Electric

Line 27, (18' 1"), 9 circuits (Dimmers 96 - 104)

Fifth Electric

Line 34, (22'-9"), 12 circuits (Dimmers 105 - 116)

Floor Pockets

26 Circuits (Dimmers 117 - 142)

Wall Pocket

3 circuits (Dimmers 143 - 145)

Lighting equipment continued on next page...

Lighting System (cont.)

Lighting Instruments

Ellipsoidals

- (35) ETC Source 4 19° 750W (twist lock, hung FOH position, all other electrics stage three pin)
- (24) Altman Shakespeare 20° (525 watt)
- (26) Altman Shakespeare 40° (525 watt)
- (6) Altman 3.5x6's (750 watt)
- (15) Altman 6x9's (750 watt)
- (12) Altman 6x12's (750 watt)
- (8) Altman 6x16's (750 watt)

Fresnels

- (35) 6" Altman (500 watt)
- (26) 8" Altman (1K)
- (19) 8" Strand Fresnels (2K)
- (15) 8" Colortran Fresnels (2K)

(2) Beam Projectors (750 watt)

(6) Cyclorama Lights (4 channels, 500 watt ea.)

Moving Lights

- (2) Martin 1220's

Follow spots

- (2) Strong HMI Troupers (1200 watt)
- (2) Trooperettes (1000 watt)
- (2) Comets (360 watt)

Williams Auditorium Fly System

Proscenium Height—18'-0"

Grid height—36'-0"

Maximum Batten Load –2900 lbs.

Number of lines—43 (6", 7" and 8" centers)

Line Number	Location	Description
1	9"	Main Teaser
2	1'- 5"	Projection Screen
3	2'-1"	Empty
4	2'-9"	Main Curtain (red)
5	3'-5"	Empty
6	N/A	
7	4'-9"	First Electric
8	N/A	
9	6'-1"	Black Border
10	6'-9"	Black Legs
11	7'-5"	Empty
12	8'-1"	Empty
13	8'-9"	Second Electric
14	N/A	
15	10'-1"	Empty
16	10'-9"	Black Border
17	N/A	
18	12'-1"	Mid Stage Draw
19	12'-9"	Empty
20	13'-5"	Black Border
21	14'-1"	Empty
22	N/A	

Line Number	Location	Description
23	15'-5"	Third Electric
24	N/A	
25	16'- 9"	Black Legs
26	17'-5"	Empty
27	18'-1"	Fourth Electric
28	18'-9"	Empty
29	19'-5"	Empty
30	20'-1"	Black Border
31	20'-9"	Empty
32	21'-5"	Black Legs
33	N/A	
34	22'-9"	Fifth Electric
35	N/A	
36	23'-11"	Empty
37	24'-6"	Empty
38	25'-1"	Black Border
39	N/A	
40	26'-3"	Black Traveler
41	26'-10"	Black Scrim
42	27'-5"	White Cyc
43	28'-0"	Full Stage Black

Campus Resource Phone List

Williams Auditorium Office (231) 591-3676

Williams Auditorium Box Office (231) 591-5600

Williams Auditorium Manager (231) 591-5863

Humanities Office (231) 591-3675

College of Arts and Sciences (231) 591-3661

Physical Plant (231) 591-2920

Computer Support (231) 591-4822

Public Safety/Parking Permits (231) 591-5000

The Torch (231) 591-5946

News Services (231) 591-2373

Telecommunications (231) 591-2901

Student Recreation Center (231) 591-2679

FSU Catering Services (231) 591-5960

Cable 7 (231) 591-2169

Risk Management—Insurance (231) 591-3848

Big Rapids Area Resources

Hotels

Holiday Inn (FSU Owned)
1005 Perry St., Big Rapids, MI 4930
(231) 796-4400
Special rate—\$63.00

Super 8 Motel
845 Water Tower Rd., Big Rapids, MI 49307
(231) 796-1588
Single—\$58.50
Double—\$63.50

Best Western
1705 S. State St., Big Rapids, MI 49307
(877) 592-5150
Ferris rate—\$62.10 (S/D)

Country Suites
15344 Waldron Way, Big Rapids, MI 49307
(231) 527-9000
Rates \$80 weekdays, \$90 weekend
Speak with GM for 10 or more rooms

Cleaners and Laundries

Pete's One Hour Cleaners
115 Hemlock, Big Rapids, MI 49307
(231) 796-3755

Tubs & Tumble
811 Division, Big Rapids, MI 49307
(231) 796-3448

Wash King Coin Laundry
805 Maple, Big Rapids, MI 49307
(231) 796-3667

Golf

Katke Golf Course
W M-20 Big Rapids, MI 49307
(231) 591-3765

Hospital

Mecosta Count General Hospital
405 Winter Ave. Big Rapids, MI 49307
(231) 769-8691

Hardware Stores

State Street Hardware
614 N. State St., Big Rapids, MI 49307
(231) 796-8122

Big Rapids Cash and Carry
130 S. Third St., Big Rapids, MI 49307
(231) 796-3595

Lowe's Home Improvement Store
Perry Ave. and US131

Restaurants

Bennigan's
(Holiday Inn)
1005 Perry St., Big Rapids, MI 49307
(231) 796-4400

Applebee's Restaurant
718 Perry St., Big Rapids, MI 49307
(231) 796-7429

Bob Evans
840 Perry St., Big Rapids, MI 49307
(231) 592-1381

China Buffet
1014 State St., Big Rapids, MI 49307
(231) 796-8110

Peppers Café & Deli
121 N. Michigan Ave. Big Rapids, MI 49307
(231) 796-0844

Little Caesar's Pizza
802 Clark St., Big Rapids, MI 49307
(231) 796-2636

Shuberg's Bar
109 N. Michigan, Big Rapids, MI 49307
(231) 796- 5333

Big Rapids Area Resources (continued)

Variety/Grocery Stores

Kmart
1250 Perry St. , Big Rapids, MI 49307
(231) 796-5200

Wal-Mart
21400 Perry St., Big Rapids, MI 49307
(231) 796-1443

Meijer's
15400 Waldron Way, Big Rapids, MI 49307
(231) 527-0200

Bank

Chemical West Bank
104 Perry, Big Rapids, 49307
(231) 796-0801

Media Outlets

Newsletters

Lite Lines
10481 Valley Court
Canadian Lakes, MI 49346
Bette Mead-Editor
(231) 972-2722
E-mail: bobnette@centurytel.net

Newspapers

The Pioneer
502 N. State St.
Big Rapids, MI 49307
Judith Hale-Features Editor
(231) 796-4831
Fax: (231) 796-1152

Things to do @ Ferris
Student Leadership & Activities
Rankin 233
Big Rapids, Mi 49307
E-mail: Things_to_do@ferris.edu

The Torch (Student Paper)
Rankin Center 140
(231) 591-2609

Radio

WBRN
Box 1158
Big Rapids, MI 49307
Jon Smith– News Director
(231) 796-7684
Fax: (231) 796-6227

WYBR
220 1/2 S. Michigan Ave.
Big Rapids, MI 49307
Michael Glynn– Program Director
(231) 796-7000
Fax: (231) 796-7951

Television

WWTV
Box 627
Cadillac, MI 49601
Jim Gee-News Assignment Editor
(616) 775-3479
Fax: (616) 775-2731

WXMI
3117 Plaza Dr. NE
Grand Rapids, MI 49525
Tim Dye-News Director
(616) 364-8722
Fax: (616) 364-8506

WZZM
Box Z
Grand Rapids, MI 49501
Bill Dailman-News Director
(616) 784-4396
Fax: (616) 784-8367

