LSU STUDENT UNION THEATER & RECEPTION ROOM

Dance Recital Guidelines & Policies

Updated August 2017
Welcome to the LSU Union Theater! We are glad you have chosen this venue for your recital. Our staff wants to assist you in making your production run as smoothly as possible for you, your participants and your audience. To ensure the quality and enjoyment of your event, we ask for your cooperation in enforcing the following guidelines to ensure the safety and well-being of all involved. Please note that in addition to the guidelines and policies below, the general Union Theater reservation policies and guidelines must also be adhered to.

1. Technical Meeting
   a. Once your reservation has been confirmed, you will be contacted by the LSU Student Union Theater Technical staff to set up a pre-production meeting. At this required meeting, please be prepared to discuss the following items, in addition to any other questions deemed necessary based on the unique nature of your show.
      i. The length of your show
      ii. The number of dances in your show
      iii. Will there be any video in your show?
      iv. Will there be a videographer for your show and will they require a feed from our audio?
      v. Any specific lighting requests that you wish to discuss for certain numbers in your show (i.e. gobo’s, specials, spotlights)
      vi. Will there be any scenic pieces that need to move on and off stage or be flown in and out?
      vii. Will you have an MC on or off stage?
      viii. Will you be conducting an awards ceremony at either the beginning or end of the show?
      ix. Be prepared with a schedule for your rehearsal and performance days. Please see the attached sheet for an example.
      x. Will you require any tables and/or chairs set up in the 1st or 2nd floor Lobbies or the Reception Room? What will the purpose of these tables be?
      xi. Will you require the use of the Union Theater’s Marley Dance Floor? If so, which side? It is reversible Black or Grey.
      xii. Your dancer check-in and check-out/pick-up plans for the day of the recital.

2. Staff Break Requirements
   a. When creating rehearsal and recital schedules, please build time in for the following LSU Student Union Theater staff breaks.
      i. Every three hours, the stage crew must be allowed a fifteen (15) minute break.
      ii. Every six hours, the stage crew must be allowed a thirty (30) minute meal break.
      iii. If your event runs into the evening, individual crew members on your call will not be allowed to return to work until a minimum of nine (9) hours after they clock out. This is to allow workers a minimum of eight (8) hours sleep and to allow for travel time to and from their place of residence. This policy is in effect both for the benefit of the employee and to assure the quality of your production.

3. Rehearsal Day
   a. It is suggested that a 30 minute time frame be given between time of arrival and start of rehearsal. This will allow for anyone running late or last minute changes to be better accommodated. All parts of a performance should be rehearsed if at all possible. All recordings and equipment should be checked during rehearsal.
      i. Upon your arrival, please provide the Union Theater Technical Staff with the following items:
         1. Your Media (Music, videos, and slideshows may also be given prior to rehearsal date)
         2. Detailed rehearsal schedule
3. Program order
4. Script (if you have one)

ii. **Stage Manager**
1. All requests during rehearsal day must be communicated to the technical crew through the Union Theater Stage Manager. Your Stage Manager should be the hub of ALL COMMUNICATION during your rehearsal and recital process. You will be introduced to your stage manager upon your arrival for your rehearsal day.

iii. **Lighting**
1. Please note that the lighting technician works to program all lighting during rehearsal. This may cause the lighting to look dim or incomplete. Please wait until the number is finished to ask questions, through the stage manager, regarding lighting. Entering the lighting booth during rehearsal is prohibited.

iv. **Dressing rooms and Restrooms**
1. Dressing rooms and restrooms are available to you on rehearsal days as well as show days. Children should always change in a dressing room or a restroom regardless of their age. Inform your parents that anyone changing their child's clothes in the audience area will be asked to leave by the Union Theater Technical or House staff.

4. **Technical Needs**
a. All special technical requests for your performance need to be submitted to the Technical Staff of the LSU Union Theater no later than one (1) week before your recital. Requests submitted after this deadline may be impossible to honor. This deadline is necessary to ensure that crew can be scheduled, equipment located and/or repaired and provisions made to implement your individual requests. Special requests include, but are not limited to: gobos, special drop spots, light trees, ground cyc row, mirror ball, follow spotlights, fog machines or hazers, and anything else not included in our standard house lighting and sound packages.

i. **Standard House Lighting Package** – Package includes a two color front of house wash (pink and blue), an LED stage wash with full color changing capabilities, up to six front of house specials, up to 9 on stage specials, 3 High Side Stage Washes (warm, cool, and gobo), and an LED sky cyclorama wash with full color changing capabilities. In addition we have 9 movers with effect capabilities which can be used in a variety of ways should programming time be permitted.
1. Please note that the lighting technician works to program all lighting during rehearsal. This may cause the lighting to look dim or incomplete. Please wait until the number is finished to ask questions, through the stage manager, regarding lighting. Entering the lighting booth during rehearsal is prohibited.

ii. **Standard Sound Package** – Package includes playback via Qlab, 6 onstage overhead monitors, up to 2 wireless microphones, and up to 2 corded microphones.
1. Please ensure that all of your music for the show is on audio CD's, labeled by the track or program name, and that it is in chronological order based on your show. This is a requirement in order to ensure a speedy sound check upon your arrival and allow you to get the most out of your rehearsal time.

A common idea for your CD's is as follows:
- **CD 1:** Pre-show/House Warming Music – 15 tracks to be looped if necessary
- **CD 2:** Act 1 Music – Track 1-15 = Programs 1-15 respectively
- **CD 3:** Act 2 Music – Track 1-15 = Programs 16-30 respectively

5. **Day of Performance**
a. **Videography** - If your recital is to be videotaped, please have the videographer check in with the technical staff no later than 1 hour before the show. If the videographer needs for us to provide a sound feed for the video, we need adequate time to arrange for this. We will not be able to provide a feed if the videographer arrives after the house has been opened to the audience.
b. **Additions on day of performance** - The addition of extra pieces on the day of performance that have not been previously rehearsed at the Union is STRONGLY DISCOURAGED as we will not be able to ensure the quality of any of the technical aspects of the added piece.

c. **Loading dock** – Due to LSU Union Theater Fire Code, parking on the loading dock after doors have opened is STRICTLY PROHIBITED. Any vehicles will be asked to move prior to opening house doors.

d. **House staff** – During each performance, 4-8 house staff members will serve as greeters, enforce theater rules, scan tickets, and execute the emergency exit plan, if necessary. If you will be selling programs or merchandise on the day of your recital, please provide your own volunteers or staff members.

e. **Security** - We strongly encourage the addition of hired or volunteer security guards to enforce the house rules, as well as your individual rules such as “No Flash Photography” or “No Video-taping”.

6. **Backstage Access**

   No one will be allowed access to the stage from the audience via the wings or main curtain at the end of your performance. Please advise all of your parents of this. All parent/child pickups must be done in the lobby or the dressing rooms. This is for the safety and security of everyone.

7. **House Rules**

a. No food or beverage inside the theater or backstage, with the exception of water.
b. No alcohol is prohibited.
c. We cannot guarantee the security of personal possessions.
d. Please clear theater of all possessions following agreed rental time. Anything left will be disposed of.
e. Cleaning fees may be charged to client if excessive waste is left in theater, backstage, dressing rooms or reception room.
f. Guests may not obstruct aisles of theater. Strollers, baby carriers, walkers, etc. can be left at coat check, near box office.
g. Chairs cannot be removed from dressing rooms.
h. Repair fees may be charged to client if damage is found to any LSU Student Union Theater property.
i. Noise makers, flags, banners, poles and weapons are prohibited.
j. Only approved tape may be used to put up signs in the theater. This tape must be requested during your technical pre-production meeting with the technical crew.
k. The standard operating building hours of the LSU Student Union are 7:00 a.m. to 11:00 p.m. (Monday-Friday), 8:00 a.m.-11:00 p.m. (Saturday), and 10:00 a.m. – 11:00 p.m. (Sunday). These are subject to change based on academic calendars and holidays. In the event that your reservation request is outside of the building operational hours, you will be required to submit a written request for your event to take place outside of those hours. All events approved for outside of the building operational hours will be required to contract security through LSUPD.
l. University policy requires that all food/beverages served inside the LSU Student Union, including the LSU Union Theater, be catered through LSU Catering. Noncompliance with this policy will result in a $500 charge added to the final bill and may result in the loss of privilege to reserve space within the LSU Student Union, including the LSU Union Theater. I would be happy to explore options with you to help accommodate your dancers’ needs!
m. If your recital takes place over a weekend and you would like to request additional dining options be open in the union, please send in that request during the contracting process. Include time that you’d like the facilities open and rough estimate of guests that may be purchasing items during that time.
n. Any client materials left in the LSU Union Theater will be discarded 24 hours following the event and a cleaning fee of $75 will be administered to the final bill. This fee will also be administered for
excessive trash left after the event. If there was a confirmed agreement to store items, the Theater administrative office is open 10-4 m-f for pickup of these items. Please call or email me to arrange a pick up time.

o. If you are taking out consignment tickets to sell on your own, the full amount for these tickets will be due upon pick up. Unsold tickets must be returned to the box office no later than the last performance and all financials will be settled 1-3 days after the last performance.

Thank you for your time and attention! Please feel free to contact us if you have any questions or problems.

We look forward to working with you all!

**Theater Manager** – Jennifer Gomez  
Phone – (225) 578-0236  
Email – gomezj@lsu.edu

**Box Office Manager** – Amanda Hansell  
Phone – (225) 578-5150  
Email – ahansell@lsu.edu

**Sound Technician** – Jacob Sullivan  
Phone – (225) 578-6013  
Email – jacobs@lsu.edu
and a cleaning fee of $75 will be administered to the final bill. This fee will also be administered for
that time.

If your recital takes place over a weekend and you would like to request additional dining options,
result in a $500 charge added to the final bill and may result in the loss of privilege to reserve
building operational hours will be required to contract security through LSUPD.

During your technical pre-production meeting with the technical crew.

Noise makers, flags, banners, poles and weapons are prohibited.

Repair fees may be charged to client if damage is found to any LSU Student Union Theater

c. Chairs cannot be removed from dressing rooms.

d. Drapes on ground cyc row, mirror ball, follow spotlights, fog machines or hazers, and anything else

Edible food outside catering is not allowed.

Due to LSU Union Theater Fire Code, parking on the loading dock after
able to ensure the quality of any of the technical aspects of the added piece.

This will allow for anyone running late or last minute changes to be better accommodated. All

Due to LSU’s smoking policy, there is no smoking allowed in the LSU Union Theater building.

Theatrical Director – Jennifer Gomez
Phone – (225) 578-5150
– Jennifer Gomez
Box Office Manager

Sound Technician
Phone – (225) 578-6013
Email – jacobs@lsu.edu

Thank you for your time and attention! Please feel free to contact us if you have any questions or problems.