



## TECHNICAL INFORMATION





The following statistics and information are supplied according to the best of our ability. It should be clearly understood that any critical dimensions must be checked on site. Any questions arising from or not answered by this information should be addressed to:

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## GLOSSARY

Archival	Audio or video recordings of performances for posterity, historical or private use, not intended for commercial or broadcast purposes.
Alcove	A recess in the stage space usually screened off by black velour curtains.
Assistant Stage Manager	Usually shortened to ASM, the assistant stage manager is a member of the Stage Crew, he or she is hired to help the Stage Manager.
Backstage	That part of the theater, which is not seen by the audience, including the dressing rooms, and green room.
Backstage Manager	The person, who runs the show from behind the curtain and is in charge of everything backstage, usually coordinates the cast, crew and stage props for on and off stage, works in coordination with the Stage Manager.
Blackout	Switching all lights out at once, leaving the stage in complete darkness.
Box Office	That part of the theatre where tickets are sold to the audience.
Broadcast	The Distribution of audio and/or video content to a dispersed audience through the medium of television, radio or internet.
Call Time	The time that the cast and crew must report to the theater for either a performance or rehearsal.
Cautionary Deposit	The sum deposited when renting the Auditorium to cover the cost of repairs for any damages incurred.
Cast	The list of characters in a play and the actors who play them
Client	The person or organization using renting the theatre.
Copyright	Legal term used to describe the rights that creators have over their literary and artistic works. Works covered by <b>copyright</b> range from books, music, paintings, sculpture, and films, to computer programs, databases, advertisements, maps, and technical drawings.
Cue	The command given to actors, Technicians, musicians and others working on a show to carry out a particular operation. Normally given by Stage Manager.
Curtain Call	A curtain call occurs at the end of a performance when individuals return to the stage to be recognized by the audience for their performance.
Control Room	The room in the theater from which all the sound and lights are controlled. The Stage Manager operates from this location.
Designer	Designs all aspects of the production: set, costumes, wigs, make-up etc. not, however, responsible for lighting design, although he will work closely with the Lighting Designer.
Dimmer	A piece of equipment for varying the amount of electricity sent to a light fixture, thus varying its brightness.
Director	The individual who provides the vision of how the show should be presented, he or she develops the concept of the production, briefs the designer, sound and lighting designer, plots the actor's moves, rehearses the actors, etc.
Dress Rehearsal	A full rehearsal, with all the technical elements brought together. The performance as it will be 'on the night'.
Dressing Rooms	Rooms provided for the actors in which they change costumes and apply make-up.
Focus	Verb used in lighting, to point light fixtures in the specific direction and set the correct beam-spread and edge.
Follow Spot	A powerful light fixture usually fitted with its own dimmer, iris, colour magazine and shutters, used with an operator so that the light beam can be moved around the stage to follow an actor.

Front of House	A term used to describe the persons in a theater who deal with the audience, including the individuals who sell tickets and the ushers.
Fresnel	A spotlight in which the light is concentrated by a lens with concentric ridged rings, it projects a variable angle soft-edged light beam.
FX	Special effects: usually refer to sound effects in theatre, but can also refer to lighting effects, fog, haze or strobe lighting.
Gel/Filter	A filter placed over the front of a light fixture to change the colour of the light.
GOBO	A piece of metal or glass, that fits into the gate of a profile spot that projects a pattern onto the set
Green Room	A room backstage, in which the company can sit and relax before, during or after a show.
House Lights	The lights that are used to light the auditorium where the audience sits.
House Manager	The person in charge of the theater auditorium and anything to do with the audience.
Joist	A length of timber or steel structural support
Load In	The bringing into the theatre of stage props, light and sound equipment, set construction material, plants or any other item required for the production.
Load Out	The removal of stage props, light and sound equipment, set construction material, plants or any other item brought into the theatre.
Lighting Designer	The person who designs the lighting for a show and works with the director to get desired effects, responsible for designing, focusing and plotting the lighting for a production.
Matinee	An afternoon performance of a show.
Musical Director	The person who works with the director, actors and orchestra to get the desired musical effects for a show.
Non-Trappable	Stage floor with no concealed opening.
Orchestra Pit	Lowered area in front of the stage where an orchestra would accompany performers.
Plot	Lighting term: the actual brightness settings of each lantern and the cues. Also used to describe the process of setting the cues.
Re-broadcast	To broadcast a performance or signal again at a later date and/or time.
Rehearsal	The period of practice before the beginning of a show in which the actors and director work on the development of the show.
Script	A written version of the play.
Set Designer	The person who designs and often builds the set for a show
Sound Reinforcement	The combination of microphones, signal processors, amplifiers, and loudspeakers for the amplification of live or pre-recorded sounds.
Stage Crew	Member of the Stage staff who is responsible for moving props and/or scenery during the show, and for ensuring that items under their responsibility are working correctly and properly maintained.
Stage Manager	The person who runs the show from opening curtain to closing curtain and is in charge of everything on the stage and in the back of the stage.
Strike	To take the set apart when a show ends.
Technical Coordinator	The Bank's representative responsible for all the technical aspects of the Auditorium, manages the Technical Crew and the handling and operation of light, sound and video equipment.

Technical Crew	Technical staff that's responsible for the handling and operation of lighting, sound and video equipment. Responsibility also includes the running of cables, focus of lights, sound and light board operation.
Technical Director	The person who supervises the construction of a set and any rigging that needs to be done, such as hanging scenery, light and sound design
Tension Grid	Suspended wire grid ceiling that provides access for technicians to focus and hang lights and sound equipment



## GUIDE TO PARKING

The Central Bank Auditorium is subject to the same security regulations that pertain to other areas of the Bank. No parking is permitted around the building during regular working hours without express permission of the Commissioner of Police. The Client is required to seek such permission to facilitate parking for daylight performances during the week, and the load-in and load-out of items.

## LOAD IN

- (a) The Central Bank Auditorium is not fitted with a loading dock and as such the loading of set construction material and stage props takes place at two possible locations. For large bulky items, load in is to take place at the Bank's Wrightson Road entrance which when opened measures 5ft. wide by 6ft. 8in. high.

For the load-in of smaller items, this shall take place at the Auditorium's St. Vincent Street entrance. When opened, this space measures 5ft. 8in. wide by 7ft. high.

- (b) The street level is not the same level as the stage floor. Current access to the stage is gained through doors and stairwells. The smallest opening through which all scenery must pass is 2ft. 10in. wide by 6ft. 5in. high.

There is also an elevator at the Box Office entrance which may be used for small items. The elevator is 4ft. 3in. wide by 5ft. 4in. deep by 7ft. 5in high. The elevator door is smaller at 2ft. 7in. wide by 6ft. 7in. high. Before loading large items into the elevator the Technical Coordinator must be contacted so as to have the lift reserved and padded.

- (c) Dressing rooms and wardrobe spaces are located below stage level at street level.
- (d) The smallest space through which road boxes must pass is 8ft. wide by 6ft. 8in. high.



## ■ STORAGE SPACE

The production's Stage Manager is provided with two locking cupboards at dressing room level for the safekeeping of properties and valuables. These cupboards are labeled 'Stage Props' and are to the north of the dressing room area. A copy of the keys will be made available to the Stage Manager prior to performances. All keys must be returned to the Bank's representative after the strike. Keys not returned due to misplacement or damage will incur a fee of \$100.00 per key. This shall be deducted from the Client's Cautionary Deposit.

The storage of set building material or other items not utilized in the production is prohibited on the upper stage, below the stage level, dressing rooms, backstage or the Box Office.

## ■ STAGE SPACE

- (a) The stage is an open stage and triangular in shape (*like an arrow head*), the vortex being directly upstage. The stage is 60ft. wide on the downstage end by 24ft. deep by 21ft. 5.5in. to the grid. Note that only 18ft. 3in. deep is actually useable by most productions as the main playing area.
- (b) The distance from the stage floor to the overhead tensioned wire grid system is 22ft.
- (c) The apron is 32ft. 5in. wide by 3ft. 7.5in. deep which then opens to the stage's widest point at 60ft..
- (d) There is an upper deck, based on the Elizabethan stage. This is connected to the stage floor by two permanent staircases stage left and right. The upper deck can also be accessed from backstage via the spiral staircase. This deck is 23ft. 6in. wide by 5ft. deep by 12ft. 9in. high to the grid. There are 2 removable brass guard rails.
- (e) Under the upper deck at the main stage level, behind the 19ft. 6in. depth line is a backstage alcove. The stage right side of this alcove is the storage-space for a 5ft. 7in. Steinway baby grand piano. To the stage left side of the alcove there is a Backstage Manager's table for use during the run of a production. The height from the stage floor to the base of the upper deck is 7ft. The height from the stage floor to the top of the upper deck is 8ft. 8.5in.

- (f) The stage floor is non-trappable.
- (g) The facing between the stage floor and the upper deck area measures 23ft. 6in long by 1ft. 8in. high.

## ORCHESTRA PIT

This is a permanent non-adjustable level that is 34in. below stage level. This space is 8ft. 9in. deep by 32ft. wide and is semi-circular in shape.

## DRESSING ROOMS

There are two dressing rooms. Each can accommodate up to eight (6) persons adequately. Room locations are distributed along the stage left (*women*) and stage right (*men*) walls one floor below stage level. Each room is annexed with its own shower stall, washbasin and toilet.

- (a) The Green Room is located on the ground floor level, adjacent to the men's dressing room. The Green Room is equipped with a small refrigerator, cupboards, custodial sink, TV monitor and lounge chairs.
- (b) The Performers' Lounge is located one floor below stage level, to the left of men's dressing room. The Lounge is equipped with a TV monitor, lounge chairs, full length mirror and tables.
- (c) Access from the dressing room level to the stage level is via a spiral staircase located upstage. The dressing room doors do not lock.
- (d) Access to the dressing room level, other than the spiral staircase, is through the Green Room which is accessed from the stage door. No stage doorman is provided by the theatre. There is an 'exit only' door adjacent to the women's dressing room though there are Security Officers in the building, personal property cannot be considered safe in dressing rooms.
- (e) All electrical outlets are 110 volts.

## SEATING CAPACITY

- (a) The maximum capacity is 411.
- (b) The House level seats 299, whereas the Balcony level seats 112
- (c) Should the production require the use of follow-spots, 3 seats will be lost per follow-spot. These are located in the balcony level at **Rows O** seat numbers **14,15,22,23** and **Rows N** seat numbers **16 and 21**.
- (d) The Balcony level can accommodate up to 4 wheel chairs per performance. These spaces are located to the left and right of the balcony access doors.
- (e) 8 seats are reserved for use by the Central Bank; these are located at **Rows H** seat numbers **15 thru 22**.

## FLOOR CONSTRUCTION

The main stage frame is comprised of 0.98in. by 5.7in. by 37Kg Right Section Joists (RSJ) with connectors 7in. by 4in. by 21.54Kg RSJ bolted on 7in. centres. Three connectors at either end of the stage are short and 5in. by 3in by 13.36Kg RSJ is used in these positions.

The stage apron is comprised of a longitudinal 7in. by 4in. by 21.54Kg RSJ web braced with 2in. by 9.9in. pine on 5in. centres. The stage surface is polished hardwood. Producers wishing to construct a set must place a vinyl mat onto the stage for protection.

## CURTAINS

**Black velour curtains:**

- (a) 8 single curtains each 8ft. wide by 7ft. 5.5in. long can be used at the 19ft. 6in. and 22ft. 6in. depth lines to mask the back stage alcove under the upper deck.

- (b) 8 single curtains each 8ft. wide by 11ft. 9in. long can be used at the 19ft. 6in. and 22ft. 6in. depth lines to mask the backstage alcove of the upper deck.

#### Traveller tracks:

There are two traveller tracks at both decks, permanently rigged at the 19ft. 6in. and 22ft. 6in. depth lines to accommodate the hanging of velour curtains for centre or end-to-end operation. Alternatively, the component velour curtains can be assembled in other configurations if required.

## PIANO

A Steinway Model M, 5ft. 7in. Baby Grand piano is available with an adjustable single seat stool. Items are not to be stored on top of the piano.

## STAGE MANAGER

The Stage Manager is accommodated in the Control Booth with the light and sound board operators. Technical amenities include, control room lights on a dimmer, individual dimmable Littlites, 2-channel Clear-Com Intercom System, dressing room and house paging system and an independent intercom system to backstage, dressing rooms, lobby bar and box office.

## LIGHTING SYSTEM

The lighting system consists of an ETC GIO Lighting Console with DMX512 / 1024 control and a 96 dimmer per circuit system (48-2.4kw, Dimension 192 dimmers). These circuits are distributed along the balcony rail, side ports, forestage grid, stage grid and deck. The following is a description of the lighting circuits and locations.

Balcony Rail	:	26 x 20 amp circuits
Forestage Grid	:	8 x 20 amp circuits
Stage Grid	:	50 x 20 amp circuits
Side Ports	:	8 x 20 amp circuits
Deck	:	4 x 20 amp circuits ( <i>stage left only</i> )

### House Lights

A panel located at the Stage Manager's desk in the Control Booth controls house lights.

### Additional Power

Five 30, 100v receptacles with ground panels are stage level.

## LIGHTING FIXTURES INVENTORY

Qty	Description
2	Colortran 10° (8 x 14) Ellipsoidal, 1K
2	Colortran 10° (8 x 14) Ellipsoidal w/iris, 1K
12	Colortran 20° (6 x 16) Ellipsoidal, 1K
8	Colortran 30° (6 x 12) Ellipsoidal, 1K
40	Colortran 40° (6 x 9) Ellipsoidal, 1K
8	Colortran 8" Fresnel w/8 leaf barndoor, 1K
10	Colortran Par 64w/Pan Command Par Flector, 1K
6	Colortran 8' x 8" Striplight, 4-circuit 3 lamp per circuit w/blinder, 500w Par 56/MFL lamps only
2	Altman Q3.5x5 Ellipsoidal, 500w
2	Altman 2' single circuit Zip Strip, 75w
1	Altman 1KL-20407 Zoom Ellipsoidal, 1K
1	Altman 1KL6-40 Ellipsoidal, 1K
2	Clay Paky Shadow Follow Spots
	ETC Source Four 19° Ellipsoidal
4	ETC Source Four 26° Ellipsoidal
4	ETC Source Four 36° Ellipsoidal
4	ETC Source Four 50° Ellipsoidal
4	ETC Source Four Par
2	ETC Selador Desire D60
2	Auto Yoke
2	High End Systems Technobeam(i)
2	Martin 250 Kryptons
1	Martin Atomic 3000DMX Strobe



**Lighting Fixtures Inventory (continued) :**

Qty	Description
1	ZCR Blacklight
1	LSC Show Designer 2 Console
1	ROSCO 1600 Fog Machine
2	ROSCO Image Pro Gobo Slide Projectors
1	LeMaitre Neutron XS Hazer
4	Mighty Bright Xtra Flex LED Music Lights
2	5' - 9' Light stands w/18" bases
2	Rosco gobo rotators, 10rpm
2	Rosco animation motor units, 10rpm

**Accessories**

- a) Gel frames
- b) Roscolux, Roscolene, Gam Color and Lee colour filters
- c) Great American and Rosco GOBOS

## VIDEO AND PROJECTION

**Video**

Located overhead the seated area is a Sony BRC-300 1/4-Inch 3-CCD Megapixel Widescreen Camera which provides live video coverage of on-stage performances to the dressing rooms, green room, box office, back stage and bar lobby.

**Projection**

A DA-Lite automatic electric projector screen (roll type) 20ft. wide by 22ft. high is installed. The video image throw from the Control Booth to the screen is 65ft. 6in.. The projection image is provided via an NEC NP PA600X Projector.

**Video Playback :**

Qty	Description
1	NEC NP PA600 X13ZL Projector
1	Extron AV Matrix Switcher
1	Panasonic DMR-EZ 48V VHS/DVD Player
1	Kramer Presentation Switcher VP-729
1	SONY RM-BR-300 Remote Control
1	SONY BRC-330p 3CCD MegaPixel Camera

## SOUND SYSTEM INVENTORY

Speaker Array :	
Qty	Description
4	Clair Brothers Audio R2DP - <i>Installed</i>
2	JBL ASB6128 subwoofers - <i>Installed</i>
2	JBL Control 1
4	JBL Control 5
5	JBL Control 29AV - <i>Installed</i>
6	JBL EON15G2 powered speakers
4	Electro-Voice ZXA1-90B-120V Black Amplified Speakers

Mixing Consoles :	
Qty	Description
1	Yamaha M7CL-32 <i>Front of House</i>
1	Yamaha LS9 -16 <i>Control Room</i>

Audio Rack Control Room :	
Qty	Description
1	Otari MX5050BII Reel to Reel Recorder
1	Tascam 122MKIII Tape Machine
1	Tascam DA-40 DAT machine
1	Yamaha SPX900 Multi Effect Processor
1	ClearCom PS-452 2 Channel Intercom
1	Sennheiser SI 1019A Infrared System
1	DBX Drive Rack260 Processor
1	QSC MX700 Power Amplifier
1	QSC PLX 1802 Power Amplifier
1	Crest 6001 Series Power Amplifier
1	Crest Pro 8200 Power Amplifier
1	Crest FA2401 Power Amplifier
1	Crown CTS8200 Power Amplifier
1	Crown IT4000 Power Amplifier
1	Eventide 4000B

**Audio Rack Control Room (continued) :**

Qty	Description
1	Pioneer CDJ-900NXS CD player
1	Whirlwind DA2 Audio Distribution Amplifier
1	Furman M-8DX Power Conditioner – 9 outlets
1	Shure FP-16A Distribution Amplifier

**Microphones :**

Qty	Description
7	Shure SM58
6	Shure SM57
6	Shure SLX2 SM58 Combo
1	Shure Beta 91A
2	Shure Beta 56
1	Shure Beta 52
4	Shure SM81
2	Sennheiser MD
1	Sennheiser K6
3	Sennheiser E835
2	Crown PCC
4	Crown LM310A
4	Audio Technica ES933/C
1	Rode NT4
4	Countryman WCE6
2	Electro Voice RE27N/D
1	AKD D112
2	AKG C414

**Digital Audio Workstation :**

Qty	Description
1	Otari MX5050BII Reel to Reel Recorder
1	Universal Audio Apollo DUO Core with Thunderbolt
1	Avid Digidesign ProTools 10.0
1	Logic Pro 9
1	QLab Pro 2.3.6
1	iPad Air 32G
1	DBX Drive Rack260 Processor



# CENTRAL BANK OF TRINIDAD & TOBAGO AUDITORIUM

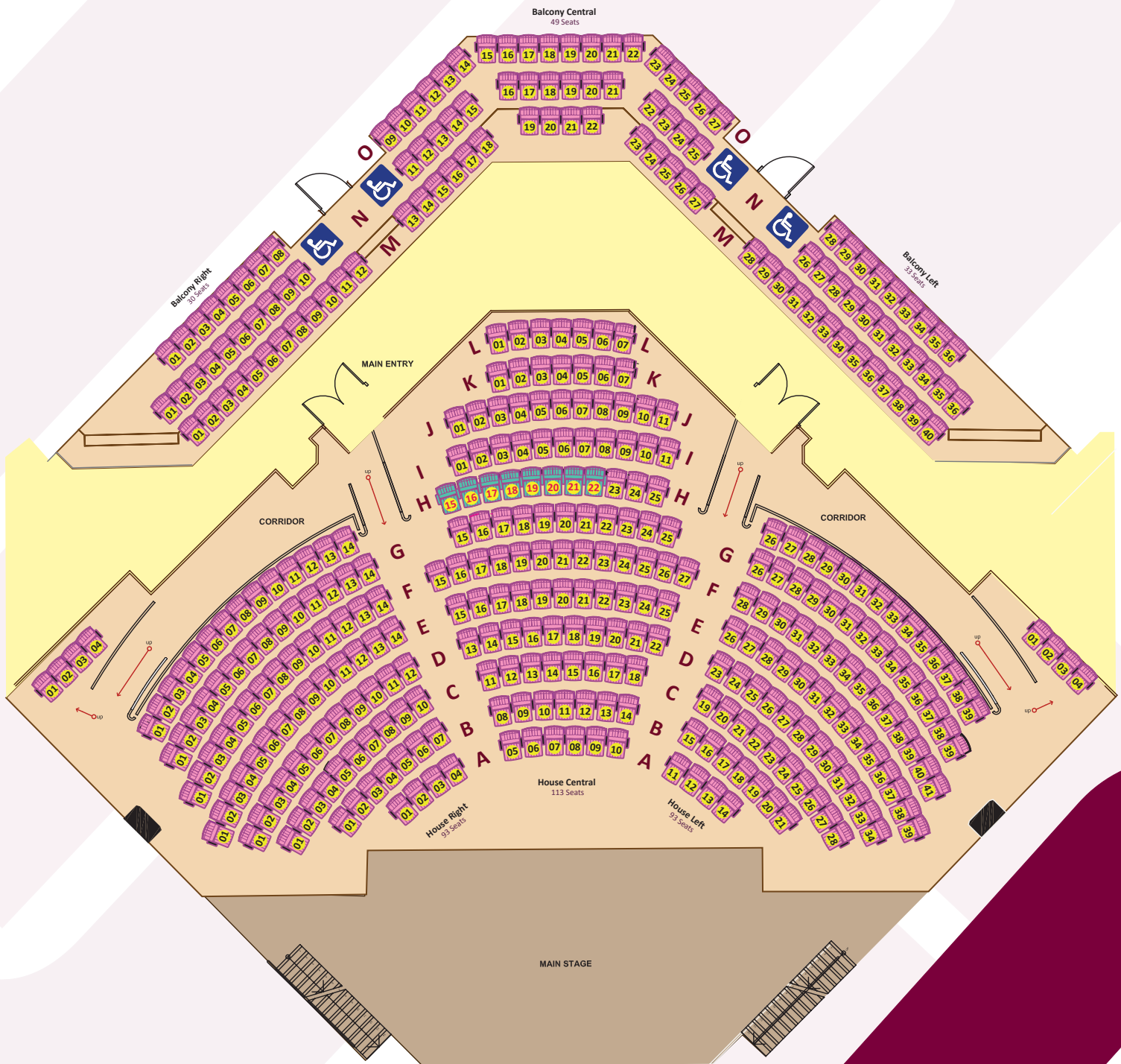
**Seating Capacity** : 411 Seats  
**Balcony Level Seating** : 112 Seats  
**House Level Seating** : 299 Seats



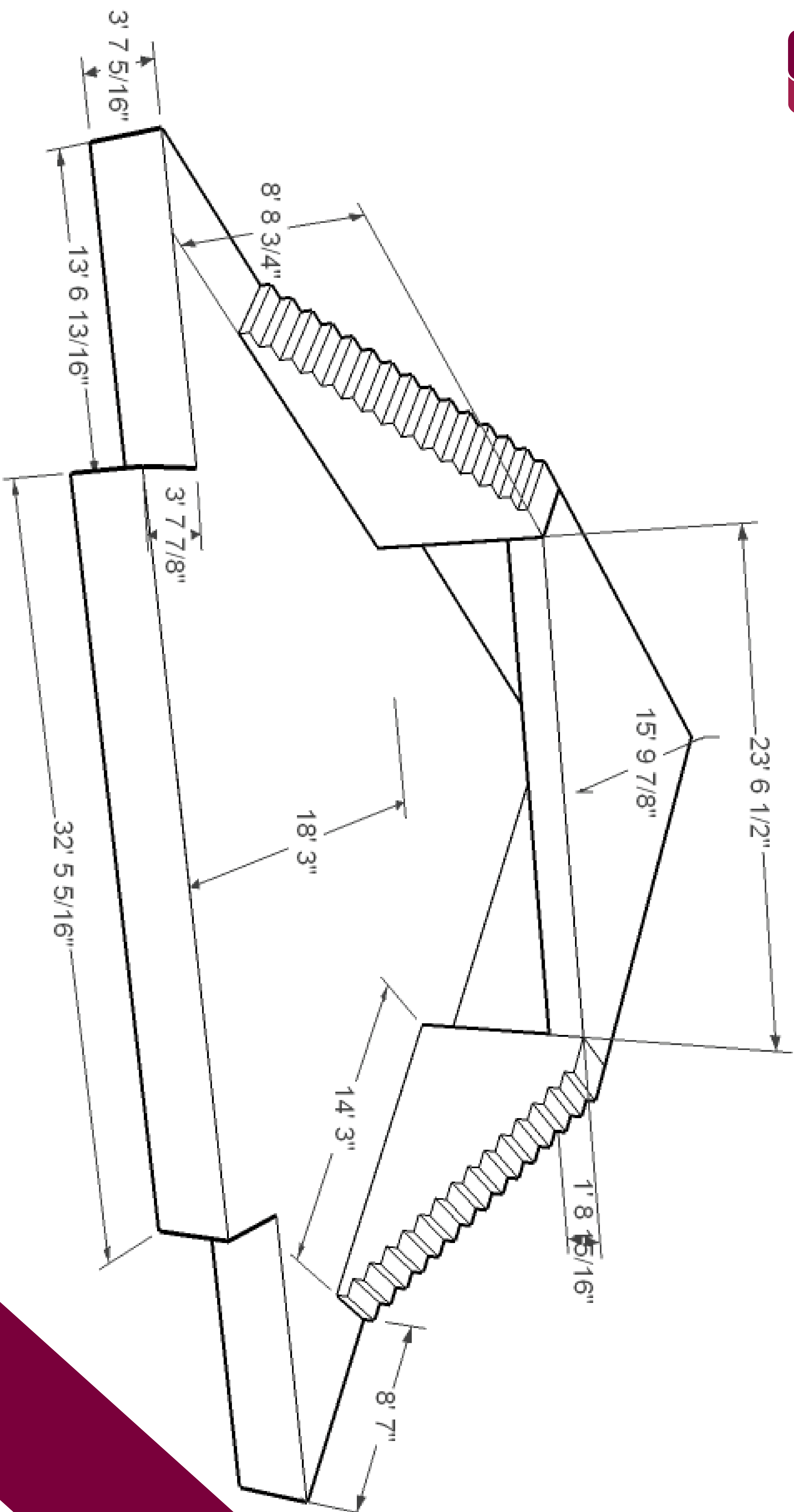
**CBTT Reserved Seating** : 8 Seats



**Wheel Chair Seating** : 4 Locations

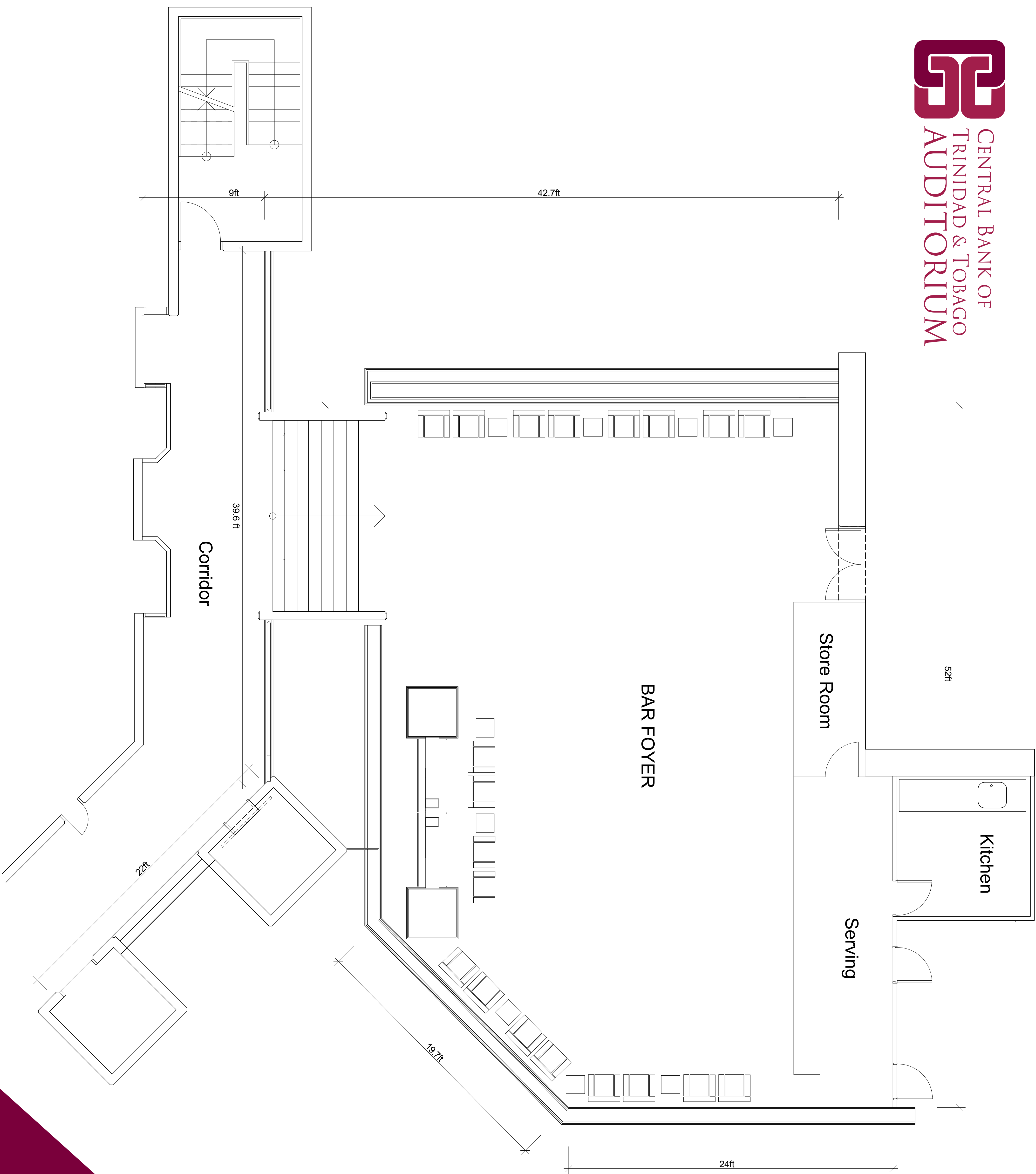


# seatingplan

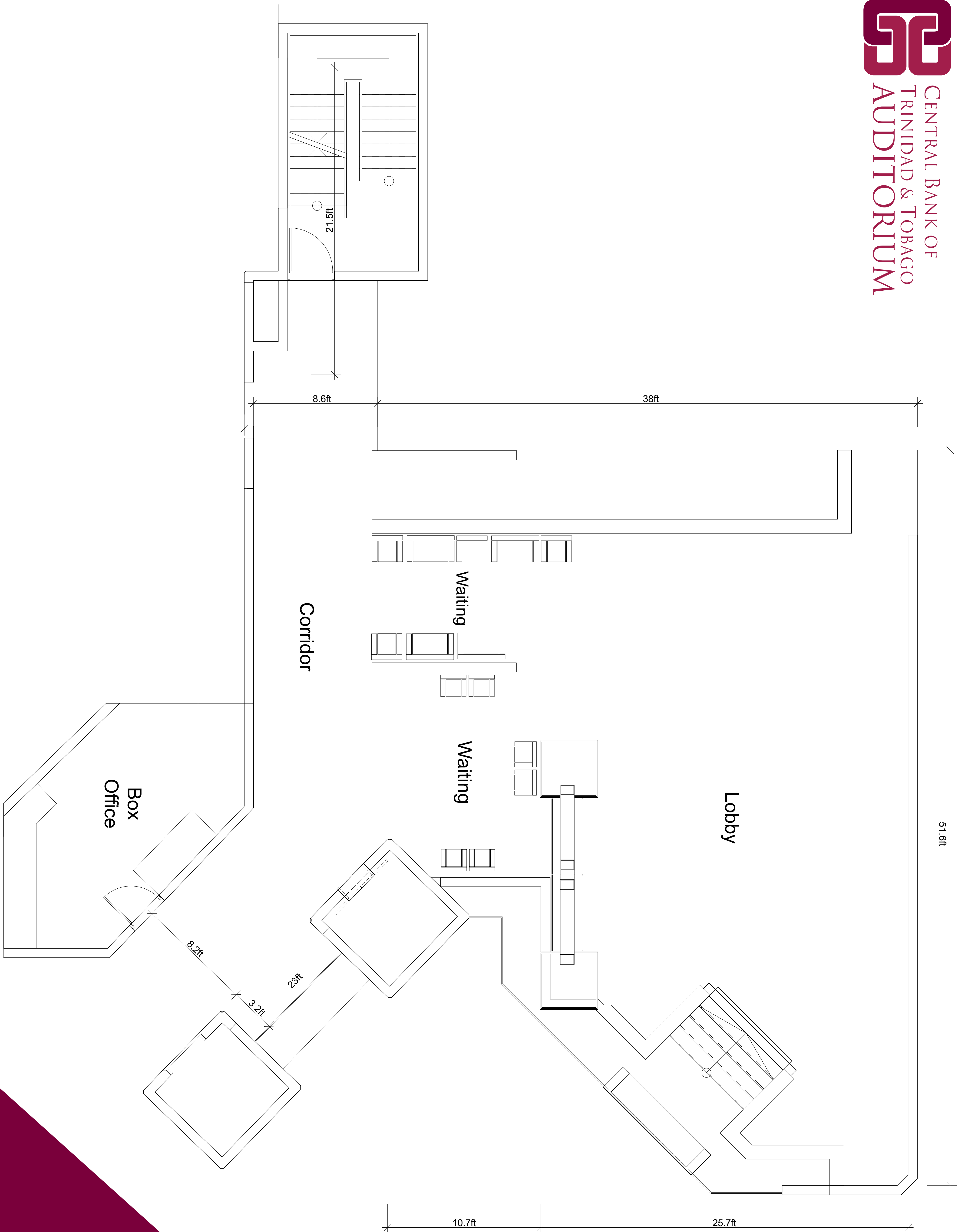


dimensions





barfoyer



groundfloor



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