

Rules and Policies

House Policies:

- a.** No food or drink except in green room and lobby areas. Gum is not allowed in Ifeld Auditorium. Bottled water is allowed in all areas of Ifeld Auditorium.
- b.** Alcohol is not allowed in Ifeld Auditorium. Any intoxicated persons will be asked to leave. Campus Security will be contacted if necessary.
- c.** Green room must be kept quiet at all times during performances; sound easily carries to the house.
- d.** Cell phones are not allowed to be used and must be turned off during performances (no texting, no answering a call received with a silent ringer during a performance). Sponsor is required to make an announcement prior to curtain.
- e.** Only performers, directors, etc. are allowed onstage and backstage. See Ifeld Auditorium Manager for approval of other persons (costumers, makeup artists, etc). Any unauthorized persons will be asked to leave the backstage area and make their way to the box office where tickets may be purchased.

Sound Check / Rehearsal policies:

- f.** Sponsor is required to bring copies of a finalized set list to the first rehearsal or sound check for Ifeld Auditorium Technicians' use. Please bring at least as many copies as technicians hired.
- g.** All acts are required to attend sound check. If providing their own equipment, all acts must bring to sound check the equipment (amps, mics, etc.) they intend to use during the performance.
- h.** If CDs are to be used, they must contain only the tracks that are to be used, in the order they will be performed. CD-burning services can be purchased on the first day of rehearsal or sound check for \$5 per CD.
- i.** Sponsor must make TD aware of special requests such as the use of projector/screen, computer-generated presentations, etc., especially for multi-act/variety shows, one week prior to the first scheduled rehearsal or sound check. Ifeld Auditorium technicians may not be able to accommodate late requests.
- j.** Computer-generated presentations: Sponsor must contact TD one week prior to first rehearsal or sound check with the file format/type of power-point presentations, etc.
- k.** For some shows it is recommended that Sponsor provide a Stage Manager (in addition to Ifeld Stage Manager) to call cues. Please contact TD one week prior to first rehearsal for suggestions.

Additional policies:

- l.** All soft drops, draperies, props (including large fabric hand props), scenery (painted backdrops, soft and hard flats, braces, snow bags, ramps, stairs, and decking), cardboard and greyboard, decorative elements and displays, and upholstery must be flame proofed. This list is not exclusive. Proper documentation must be presented before materials are to be loaded in to the Auditorium. We recommend purchasing pre-flame proofed materials (such as flame proofed paint and flame proofed muslin drops) from Hogle's Theatrical Supplies in Santa Fe, New Mexico (1 (888) 983-5762), if scenery or drops are to be specially constructed. Flame proofing solutions can also be purchased from Hogle's. For a fee we can flame proof scenery.

m. For some shows it is recommended that Sponsor purchase lighting design services. Please see TD for details.

Please contact Donna Martinez at (505) 454-3238 with questions.

Sponsor

Date

Ifield Auditorium Manager

Date