Technical Information
HAROLD PRINCE THEATRE

University of Pennsylvania
3680 Walnut Street
Philadelphia, Pennsylvania 19104-6219

Phone: 215-898-3910
www.AnnenbergCenter.org
Table of Contents

General Information
Management
Load-In Area
Carpentry
Lighting
Sound
Props
Wardrobe
Attachments
General Information

Technical Services:
Associate Director of Production & Facilities
Jim Cackovich
O: 215-898-9827
C: 215-783-4248
E: jimcack@ac.upenn.edu

Interim Associate Director of Production & Operations
Tim Bailey
O: 215-898-3369
C: 202-590-5711
E: tbaile@ac.upenn.edu

Programming:
Executive & Artistic Director
Christopher Gruits
O: 215-898-5828
E: gruits@ac.upenn.edu

Box Office:
Associate Director of Ticketing & Finance
Alexander Freeman
O: 215-898-9081
E: freeman@ac.upenn.edu

Rentals:
Director of Public Engagement

Assistant Box Office Manager
Kristine Bonaventura
O: 215-898-6789
E: k bona@ac.upenn.edu

Taxi Services:
All City Taxi – 215-467-6666
Freedom Taxi – 215-222-9999
PHL Taxi – 215-222-5555
Uber – uber.com (requires CC upfront)
Lyft – lyft.com (requires CC)

Area Hotels:
The Inn at Penn
3600 Sansom Street
Philadelphia, PA 19104
P: 215-222-0200
www.theinnatpenn.com
Across the Street from Theatre
The Sheraton Hotel
3549 Chestnut Street
Philadelphia, PA 19104
P: 215-387-8000
www.philadelphiasheraton.com
2 ½ Blocks from Theatre
Homewood Suites by Hilton
4109 Walnut Street
Philadelphia, PA 19104
P: 215-382-1111
www.universitypennhotel.com
4 Blocks from Theatre

Restaurants:
Beijing Restaurant
(Chinese)
3714 Spruce Street
215-222-4444
Sun-Thu 11a-10:30p;
Fri/Sat 11a – 11p
Mad Mex
(American-Mexican)
3401 Walnut Street
215-382-2221
Daily 11:30a – 2a
New Deck Tavern
(Pub/Bar with Food)
3408 Sansom Street
215-386-6222
Daily 11a – 2a
Cosi
(Quick Coffee/Food)
140 South 35th Street
215-222-1657
Mon-Fri 6a – 11p;
Sat-Sun 7a – 11p
Accessibility:
There are 2 accessible seating positions in the Prince Theatre.
Assisted Listening Devices - Nine (9) units of a Williams hearing assistance system available upon request.
ADA Entrance at Walnut Street between 36th and 37th Streets
Additional Information or Questions: 215-898-3900

Emergency Numbers:
ALL EMERGENCIES:
On-Campus Phone: Dial 511  Cell Phone: Dial 215-573-3333

Facilities Emergencies:  Day – 8-9870  Night – 8-7208
Hospital Emergency:  Hospital of UPenn, 3400 Spruce Street – 215-662-4000
Urgent Care Clinic:  Penn Presbyterian Med Center, 51 North 39th Street – 215-662-8000
Chiropractic Clinic:  Delaware Valley Chiropractic & Rehab, 3901 Market Street, Ste 7B – 215-386-5072
Dental Clinic:  Penn Dental Medicine Clinics – 215-898-8965

Parking:
Parking is located at the garage on the corner of 38th and Walnut Streets. This garage does not accept cash. Credit and Debit cards are acceptable. Discounted parking passes are available from the theatre’s box office during regular business hours. There is also street metered parking - $1.25 equals 30 minutes of time.
Bus Parking: There is no parking available for the public. We can accommodate one bus on 37th Street and one in the loading dock.

Laundry:
Linn Cleaners (1 hour)  Bonded Dry Cleaners/Wash & Fold
2100 South 15th Street (at Synder)  3724 Spruce Street
Mon-Fri 7:30am – 6pm;  P: 215-382-1890
Sat 8a-5p; Closed Sundays  Mon-Fri 8a – 6p; Sat 9a – 6p;
P: 215-334-3999  Closed Sunday
Text Pick-up: 609-238-0208

All Seasons Cleaners
101 South 40th Street
P: 215-386-9886
8a – 6p; Closed Sundays
Travel Directions:

From New York/ Northeast:
- Take NJ Turnpike South to Exit 7A
- After exit, pick up I-195 West
- Then pick-up I-295 South to I-95 South
- Follow I-95 South into Philadelphia
- Take exit for I-676 West (Vine Street Expressway)
- Follow I-676 West to I-76 East (Schuylkill Expressway)
- Prepare for left lane exit in ⁴⁄₅ mile at South Street
- At light at top of exit ramp, turn right
- At 33rd. St, first street past stadium, turn right and prepare for next left turn
- Turn left onto Walnut Street
- The Annenberg Center is on the left at 37th and Walnut Street
- Turn left at 37th Street for loading dock at rear of building

From South:
- Take I-95 North to Exit 11 / “291 West to I-76
- Follow 291 West over Platt Bridge
- At 26th Street, 291 West flows directly into I-76 West
- Follow I-76 West for 3 miles and prepare for left lane exit at South Street (Exit 40)
- At light at top of exit ramp, turn left
- At 33rd. St (first street past stadium) turn right and prepare for next left turn
- Turn left onto Walnut Street
- The Annenberg Center is on the left at 37th and Walnut Street
- Turn left at 37th Street for loading dock at rear of building

From West/Northwest:
- Take Pennsylvania Turnpike to Exit 24, Valley Forge Interchange
- Pick-up I-76 East (Schuylkill Expressway)
- Follow I-76 East for 17 miles to South Street Exit (Exit 40) prepare for left lane exit
- At light at top of exit ramp, turn right
- At 33rd. St (first street past stadium) turn right and prepare for next left turn
- Turn left onto Walnut Street
- The Annenberg Center is on the left at 37th and Walnut Street
- Turn left at 37th Street for loading dock at rear of building

Time Zone:
Eastern Standard Time Zone (EST)
Management

Production Room:
Located on the same level as Theatre Stage, Room 238, with key access
One phone line available
Wireless Internet connection
Small, intimate meeting area with small couch

Green Room:
Located on the theatre level just outside of dressing rooms corridor with a bi-level design within the green room
(a small set of stairs gives access to the kitchenette)
Room dimensions approximately: top level – 10'x18'; kitchenette level – 12'x20"
Access to refrigerator, dishwasher, sink

Stage Manager’s Console:
Located at the back of the auditorium in the control booth with 2 channel communication system, audio feed (if requested).

Rehearsal Rooms: *(advance request required)*
Dance Studio: 1470 sq. ft. (84’ x 17.5’); Sprung, marley floor with mirror wall; Located one level up from theatre with an exterior entrance and four stairs to reach rehearsal floor *(Requires 1 year advance notice)*
Room 221: 1512 sq ft.; Located on the theatre level
Room 209: 551 sq. ft.; Located on the theatre level
Room 511: 1720 sq. ft.; Located on the upper mezzanine level
Room 516: 38 sq. ft.; Located on the upper mezzanine level

Crews:
Professional crew in-house.

Accessibility:
Dressing Rooms #1 - #8 are not handicap accessible; however, if given proper notice, Room 209 can be set up as dressing room and is located on same level as theatre stage with an elevator to the exterior, making it accessible by wheelchair.

Policies:
Building is a smoke-free environment; Designated Smoking areas in the exterior
House opens 30 minutes prior to curtain
Alcohol is permitted through contract with Annenberg Center catering services.
Load-In Area

Access:
The loading dock and freight elevator are located at the rear of the building on 37th Street. At the corner of 37th and Walnut Streets, turn left and proceed on the brick walkway to the driveway on the left hand side at the rear of the building. Vehicles should back to loading dock to unload freight and load into freight elevator to travel down to stage level.

Loading Dock:
25'0”w x 20'0” d
The dock is 4’1/4” above street level.

Freight Elevator:
10'0”w x 25'0”d x 12’0” h
Weight capacity is 19,000 lbs. (8618.26kg)

Crew/Loaders:
We may require teamsters, based on show requirements and needs.

Map:
Carpentry

Seating:
With End Stage configuration, there are 217 seats.
With Thrust Stage configuration, there are 239 seats.
See Attachments for Seating Chart

Stage Dimensions:

**End Stage Configuration:**
- Playing Area Width (Wall to Wall): 57'0" (17.37m)
- Playing Area Depth (First Row of Seats to Back Wall): 24’10" (7.56m)
- Height to the Grid: 24'5" (7.44m)
- Height at Upstage Wall: 19'6" (5.94m)

**Thrust Stage Configuration:**
- Playing Area Width (Front Row to Front Row): 35’4” (10.77m)
- Playing Area Depth (Wall to Wall): 35'0" (10.67m)
- Height to the Grid: 24'5" (7.44m)
- Height at Upstage Wall: 19'6" (5.94m)

**Wing Space:**
In End Stage Configuration, Stage Left has 4'0" (1.22m) wing space if Wing Blacks are hung.
Regardless of configuration, Stage Right always has the ante room, offering 10'0" (3.05m) wing space. There is a staircase and landing in the ante room, as indicated on the drawing.

**Grid Height:**
- Deck to Grid: 24’5” (7.44m)

**Stage Height:**
- Audience Seating is raked up from the stage floor

**Stage Floor:**
- Masonite covering painted flat black in good condition
- Acceptable fasteners: drywall screws or duplex finish nails allowed.

**House Draperies (Goods):**

**House Curtain:**
- No House Curtain

**Legs:**
- Three (3) pair with one (1) spare pair

**Borders:**
- One (1) masking border for cyc lights
- One (1) masking border for top of bounce drop

**Permanent Masking:**
- One (1) Muslin Natural backdrop
- One (1) center split black traveler in front of Muslin backdrop
- Three (3) pair of legs
- Two (2) borders
**Scrims:**
No scrim available

**Cyclorama:**
No cyc available

**Stage Blackout:**
No stage blackout curtain

**Lighting Grid Data:**

**Grid Plot:**
See Attachments

**Working Height of Grid:**
- High Trim: 28'0" Low Trim: 26'0" lens to deck

**Battens:**
Black Schedule 40 Pipe, 1 ½" (3.6 cm) in diameter
- In Grid: approximately 20’0” high static battons
- On Horizontal Tormentors:
  - Upper Torm Stage Right & Stage Left: 20'0" (6.10m) long mounting pipe at height of 21'0" (6.40m)
  - Lower Torm Stage Left: 20'0" (6.10m) long mounting pipe at height of 8’0" (2.44m)
  - Lower Torm Stage Right: 12'0" (3.65m) long mounting pipe at a height of 8’0" (2.44m)
- Upstage Pipes Under Duckwork:
  - Horizontal mounting pipes 44’0” (13.41m) in length, at height of 19’0” (5.79m) at a maximum of 6’0” (1.83m)
  from back wall.

**Support Areas:**

**Crossover:**
Down stage around audience through vom across the lobby and in through the opposite vom

**Access:**
From front of house stage level HL & HR; Dressing rooms located Stage Right down a small flight of stairs;
Green room located Stage Right (bi-level room with set of stairs); Loading doors and freight elevator located through Stage Right and around corridor

**Shop Area:**
Located Stage Right and around corridor; All major woodworking equipment available as well as paint area

**Storage:**
Limited storage available in Prince Ante Room Area (dependent on show)
Lighting

Power:
Main Power: One (1) 400amp
Auxiliary: One (1) 100amp disconnect with Cam Locks in the Grid on the Stage Right side
There are five (5) 20amp receptacles with two (2) circuits onstage

Dimmers:
ETC Sensor Rack with 48 D20 dual 2.4kw dimmers

Control Board:
ETC Element 40/250 – 40 faders, 250 channels, Software Version 2.2.0
Control board is located in the control booth behind audience seating.
Distance from Control Booth to Stage = 27’8” (8.43m)

Houselights:
Controlled from separate panel immediately next to the lighting board and at all four (4) entrances to theatre

Circuit Chart/Distribution:
Gallery Upstage Rail: 18 circuits
Catwalk #1: 18 circuits
Catwalk #2: 36 circuits
Catwalk #3: 16 circuits
Catwalk #4: 16 circuits
Under Ducts SL and SR for booms: 20 circuits
Deck: Upstage Left and Right: 10 circuits (5 per side)

Front of House Control:
Two (2) Opti-splitters

Equipment Inventory:

**Instruments:**

<table>
<thead>
<tr>
<th>INVENTORY</th>
<th>UNIT TYPE</th>
<th>LAMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Altman Shakespeare</td>
<td>575W</td>
</tr>
<tr>
<td></td>
<td>40º Leko Elipsoidal</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Altman Shakespeare</td>
<td>575W</td>
</tr>
<tr>
<td></td>
<td>30º Leko Elipsoidal</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>ETC PARnel</td>
<td>575W</td>
</tr>
<tr>
<td>5</td>
<td>Altman 3-cell Focus Cyc</td>
<td>500W</td>
</tr>
</tbody>
</table>

**Hardware:**
See attachments for complete hardware list (*Shared between three theatres in venue)

**Cable:**
12/3 Stage Pin of various lengths and over 50 two-fers (*Shared between three theatres in venue)

**Film, Video, and Projection Equipment:** *shared between theatres

**Video:**
LCD Projectors:
One (1) **Panasonic PT-DX800 XGA DLP** 8000 lumen
One (1) **Mitsubishi X 500U** 3700 lumen
One (1) **Sanyo PLC-XP20N** 2000 lumen

Front Projection Screens:
One (1) 10’ x 12’ with a dress kit (3.05m x 3.66m)

Playback Equipment:
One (1) Kramer Presentation switcher/scaler
One (1) **AIWA** VHS/VCR (NTSC&PAL)
One (1) **Morantz Pro** DVD Player
One (2) **Dell** Laptop Computers
Two (2) VGA 100’ cables
Two (2) HDMI 100’ cables
Sound

Power:
One (1) 100amp disconnect with Cam Locks in grid on stage right side
One (1) 20amp circuit in control booth
Five (5) 20amp receptacles with two (2) circuits onstage

Wiring:
Eight (8) microphone inputs in stage right and stage left voms respectively that sends to control booth
One (1) monitor return to stage right and stage left voms respectively
One (1) 100’ 12 input portable microphone snake
*Snake runs must go along wall railing and cross over aisle to get to booth

Control Locations:
House Mix Position: Top of House in Control Booth with open ceiling

Hearing Assist System:
There are nine (9) units of a Williams hearing assistance system available upon request.

Monitor/Paging System:
Clear Com Communications System. Available in dressing rooms, dressing room corridor, and Green room.
Paging capabilities available by request.

Production Communications:
Wired Clear Com (Model: MS 200C) – Three (3) headsets and belt packs
Eight (8) Locations include:
- Booth for Lights
- Booth for Audio
- Ante-Room Stage right
- Stage Right
- Stage Left
- House Left Vom
- House Right Vom
- Catwalk of Grid

Equipment Inventory:
Mixing Consoles:
One (1) Mackie 1604-VLZ3
One (1) Mackie 2404
One (1) Behringer X32 digital console

Fixed Speakers:
Front of House: Two (2) EAW 122e
Stage: Two (2) EAW 122e wedges

Microphones: (*shared with all theatres)
Four (4) SM 57 Microphones
Ten (10) SM 58 Microphones
Three (3) PCC 160 Microphones
Eight (8) Shure ULX Lavalier microphones
Three (3) active Radial J48 Direct Boxes
Four (4) Whirlwind Director DI’s (passive)

**Playback:**
- One (1) CD Player available upon request

**Signal Processors:**
- One (1) Shure P-4800 Processor

**Amplifiers:**
- Two (2) QSC-RMX 1450 amplifiers with 4 channels

**Equalizer:**
- Symetrix 532E Graphic Equalizer

**Cable Available:**
- A full complement of microphone and speaker cables are available. Various Audio adapters are available as needed. Please request in advance any special audio needs.

**Note**
Some of the above equipment floats between the three performance spaces in the building. It is available on a per-request basis through the Sound Supervisor.
**Props**

**Music:**

*Chairs:*
- Forty (40) Black Plastic Orchestra Chairs
- Twenty-one (21) Black Plastic Chairs with silver metal legs
- Eighty-four (84) Brown Plastic Chairs with silver metal legs

*Stands:*
- Fifty-five (55) black music stands (a mixture of Manhasset and Wenger)

*Stand Lights:*
- Thirty-eight (38) Stand lights

**Platforms:**

Wenger Masonite 4’x8’ Platforms:
- Two (2) 8” high
- Two (2) 16” high
- Three (3) 24” high
- Three (3) 32” high

**Dance Floor:**

Marley Dance Floor covering available in black and grey

**Lecterns:**

Four (4) Wooden speaking lecterns (in dark and light wood)

**Notes:**

*These items are all shared among three theatres. Please request in advance for availability.*
Wardrobe

Dressing Rooms:
All dressing rooms have a private bath with shower/toilet/sink, lighted mirrors, built-in clothing racks
Four (4) Dressing Rooms for 2 persons
Four (4) Dressing Rooms for 5 persons
There are additional bathrooms in the hallway of the corridor, not accessible by public
Dressing rooms are located offstage right with a small staircase
Green room is just off the dressing room corridor on the same level as the theatre – this is a bi-level room
   with a staircase in the middle of the room

*Wardrobe Rooms and Green Room are utilized by all three performance spaces if simultaneous performances take place*

Wardrobe Area:

**Irons:**
Seven (7) irons of different brands, including Maytag, Black and Decker, Proctor Silex

**Ironing Boards:**
Five (5) padded and cloth covered pop-up mobile ironing boards

**Steamers:**
Three (3) Jiffy Steamer brand steamers

**Washers/Dryers:**
One (1) Whirlpool Duet HT front loading washer
One (1) Whirlpool Duet Steam front loading washer
One (1) Kenmore front loading dryer (older model)
High efficiency detergent ONLY.

**Racks and Hangers:**
Eleven (11) mobile racks (one Z rack)
Two (2) racks without wheels
Approximately 75 hangers available

**Sewing Machines:**
Four (4) Singer machines *(Model Numbers: AJ543645; AD634198; 237M-A; RFJ21-8)*
One (1) Family Sew machine *(Model Number: FS9200)*

**Communication:**
Telephone located in Wardrobe Room with access to two (2) lines.
Wireless access is spotty, but there is Ethernet plugs in the walls throughout.

**Quick Change Booths:**
Upon Request, 4’x4’ Quick Change booths can be constructed SR and SL as necessary with a mirror, chair, rug, light, and other desired accoutrement.

**Notes:**
Dressing Rooms have duplex plugs and circuits are shared throughout dressing rooms. The Costume Shop has a supply of miscellaneous hooks, snaps, eyes, etc. Additionally, there is one body form model, size 40.
Attachments

For Attachments, please contact the Associate Director of Production and Facilities.

Associate Director of Production & Facilities
Jim Cackovich
O: 215-898-9827
C: 215-783-4248
E: jimcack@ac.upenn.edu

Standard Seating Chart: