



*Make sure this document gets into the hands of your production manager, stage manager, or supervisor in charge well before the date of your event.*

*Welcome,*

*On behalf of the technical department staff we are glad you have chosen to have your event at BMCC Tribeca Performing Arts Center and we look forward to working with you in making the event a success. Please read this letter and our technical information documents thoroughly. They both contain valuable information for you in order to make your time with us stress free and successful. If you have further questions do not hesitate to call my office. I will be happy to assist you.*

*Regards,*

*Mark Goodloe*

**Technical Director**

**If you have not done so, please obtain a copy of our production packet. Be sure and take special note of the limited wing space and the lack of fly space. There is limited abilities to fly scenery in the theatre(s) at BMCC Tribeca PAC. If you have concerns about your set fitting into our space, please call the tech office. The production packet is available from our office and also on our website at [www.tribecapac.org](http://www.tribecapac.org). See the section under rental information**

**No part of your group will be allowed to be in the theatre, the dressing rooms, on-stage, or in the house without a Tribeca representative on site.**

**There is no eating or drinking allowed in the house seating area of the theatre. Smoking is prohibited on the campus of Borough of Manhattan Community college. The no smoking policy includes the theatres, the loading dock and all dressing rooms.**

**At least one month before your group arrives, you must provide our technical department with a complete list of any and all items that you plan to bring into the space. This includes scenery, soft goods, props, costumes, lighting, sound equipment, special effects devices, musical instruments, live animals, and all products to be sold. Above all you must make us aware if you are bringing in any special effects that make use of, or produce, fire, smoke, ice, water, snow or confetti.**

**Fire effects of any kind, including the smoking of a cigarette onstage, must have special permission granted by BMCC Tribeca Performing Arts Center, the Borough of Manhattan Community College, and the Fire Department of the City of New York. Extra time and permit costs must be planned for these types of effects.**

**Before you load in you must provide us with a certificate of flameproofing for any and all backdrops, banners, draperies, soft goods, and large set pieces. The certificate of flame proofing must include the following.**

- **A certificate of fitness number and expiration date for the person who inspected the item**
- **The date of the inspection and the expiration date of the flameproofing**
- **Signature of a notary public**
- **Be in the English Language**

**If you are bringing scenery, drops, or rigging into the space, you must provide us with a detailed plan of how you intend to support, secure, or hang the items. We will not permit any installations that we believe to be unsafe. Drilling, stapling, nailing, screwing, tacking, gluing, or cutting into the stage floor or wall of the theatre is strictly prohibited. The technical director and the crew will be happy to assist you on this matter, but it is the job of your design and technical staff to do all the pre-planning, building, and designing. If you do not arrive with a well thought out plan, and all the needed hardware and materials to implement it, we will be unable to help you. Under no circumstances should the BMCC Tribeca PAC technicians actually build your set.**

**BMCC Tribeca PAC equipment such as followspots, lighting consoles, and sound consoles may only be operated by Tribeca technicians. Under certain circumstances special arrangements can be made. This must be cleared by the technical director no less than a month from your arrival date.**

**Tribeca equipment such as the fly system, draperies, and all media equipment may only be operated by Tribeca technicians. There will be no exceptions concerning these items.**

**The crew will have a ring of keys that will unlock all dressing rooms, theatre doors, closets, and equipment rooms. Keys will not be distributed to the visiting company at any time. If you need something unlocked please ask a crew member.**

**For safety reasons, advise all members of your company that audience members will not be permitted backstage or in the dressing rooms at any time. Visitors will be invited to wait for performers in the lobby after the show.**

*Again welcome to the BMCC Tribeca Performing Arts Center. I want to stress that you read our technical information thoroughly. It contains vital information that you will need to know. If you have any further questions do not hesitate to contact my office. I am happy to assist you in making your production a success here at BMCC Tribeca PAC. I can be reached by calling 212-346-8552 or emailing me at [tech@tribecapac.org](mailto:tech@tribecapac.org)*