



Minnesota State University Moorhead

Rolland Dille Center for the Arts
Gaede Stage

Technical Information
Package

Prepared by:
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Minnesota State University Moorhead

Contact Information

All inquiries should be directed to:

Technical Director

MSUM 1104 7th Ave S. Moorhead, Minnesota 56563

Phone: (218) 477-4620, **Fax:** (218) 477-4612

Department/Area	Name	E-mail	Phone
Technical Director			(218) 477-4620
Production Manager	Roray Hedges	hedges@mnstate.edu	(218) 477-4619
Box Office	Elizabeth Karnes	evertel@mnstate.edu	(218) 477-2267
Director of Theatre	Craig Ellingson	ellngson@mnstate.edu	(218) 477-4617

Items to be shipped directly to the theatre should be addressed to:

Technical Director

MSUM Theatre Department

Center for the Arts

1104 7th Ave S.

Moorhead, MN 56563



General Information and Policies

Management:

The theatre is located in Rolland Dille Center for the Arts and retains control of premises, operations, and equipment, and will regulate audio levels, require adherence to standard safety practices, and limit access to backstage to necessary personnel only.

Facility History:

The Thrust Theater opened in 1979.

Seating:

Gaede Stage Total - 309

Box Office/Ticketing:

Contact Elizabeth Karnes at (218) 477-2267. The box office is open 12-4 pm and 90 minutes prior to a show. The house opens 30 minutes before performance starts. There is no bar for intermission.

Staff:

The technical theatre staff includes two full-time lighting and set designers, one full-time costume designer, one full-time Production Manager and one full-time Technical Director. All other staff is hired on an as-needed basis. We employ MSUM students, though we also have an outside labor pool to draw upon. All staff is paid for all events (University and non-University)- there is no “for credit” or work-study labor. Since most of our staff are students, we cannot routinely promise to have more than 8-10 crew members for events/load-ins, etc. that occur during weekday class hours. When required, we schedule students for blocks of time around their classes, and bring in (at higher wages) as many outside skilled casuals as possible from other area schools and theatres. Therefore, please be completely honest and realistic about your staffing needs. The house reserves the right to determine minimum staff size and call. Meal and work breaks for house staff is required. There must be at least a 10-hour break between each continuous day of work.

Green Room:

The green room is located SR of Hansen Theatre. The green room is equipped with desks, upright piano, stereo system, dance bar and has full-length mirrors along one wall. The green room can be used as a place where costumes can be pressed and wardrobe can be run. The green room can be locked for privacy.

Time Zone:

Moorhead is on Central Time (Standard and Daylight Savings).



General Information and Policies Continued

Air Travel:

Northwest Airlines (800) 225-2525, flights daily via Minneapolis hub.

Location:

From Minneapolis:

Start out going west on I-94 W. Take the US-75 exit- Exit 1A- toward Moorhead. Turn right onto S 8th St / US-75 N. Turn right onto S 7th Ave. End at 1104 7th Ave S Moorhead, MN 56563.

From Bismarck:

Start out going east on I-94 E. Take the US-75 exit- Exit 1A- toward Moorhead / Breckenridge. Turn left onto S 8th St / US-75 N. Turn right onto S 7th Ave. End at 1104 7th Ave S Moorhead, MN 56563.

From Grand Forks:

Start out going south on I-29 S. Merge onto I-94 E / US-52 E via Exit 63A toward Minneapolis. Take the US-75 exit- Exit 1A- toward Moorhead / Breckenridge. Turn left onto S 8th St / US-75 N. Turn right onto S 7th Ave. End at 1104 7th Ave S Moorhead, MN 56563.

Travel Distances:

Minneapolis, MN – 233 miles

Grand Forks, ND – 85 miles

Minot, ND – 270 miles

Pierre, SD – 357 miles

Duluth, MN – 317 miles

Bismarck, ND – 197 miles

Sioux Falls, SD – 246 miles

Winnipeg, Canada – 225 miles

Parking:

All parking on campus is restricted and requires permits. If you are bringing your own vehicle, please notify the tech office so parking arrangements can be made and permits obtained. We cannot guarantee that you will be able to leave your trucks, buses, and vans parked in the loading dock between 6 a.m. and 5 p.m. weekdays, except while loading and unloading.



General Information and Policies Continued

Medical:

The theatre does not have a Doctor on Call. The nearest hospital is:

Meritcare Hospital
720 4th St N.
Phone: (701) 234-6000
Emergency: (701) 234-5121

For dancers, we recommend the Sports Medicine Department at:

Dakota Hospital
1702 S. University Dr.
(701) 364-8900 (Physical Therapy)

Banking:

The nearest full service bank is

Gateway Bank
305 8th St S
Moorhead, MN 56560
(218) 298-2802

They also have a full service ATM, 24hours a day.

There are two ATMs on Campus: One in the Comstock Memorial Union and one in MacLean Hall. Both are in close proximity to the Center for the Arts.

Smoking:

All buildings on campus are designated smoke free. This policy will be rigorously enforced.

Cancellations:

The University reserves the right to cancel events due to extreme weather conditions.



Wardrobe Information

Dressing Rooms:

Dressing rooms are located downstairs underneath the Hansen stage. The dressing rooms are not directly accessible by an elevator and are not handicapped accessible. There are 2 dressing rooms and a make-up room available. Each room can set up approximately 25 people at one time. The dressing rooms can be locked for privacy.

The dressing rooms also consist of things such as: private access to the stage, hot and cold running water, heat and/or air conditioning as needed, ventilation, showers, toilet facilities separate from those used by audience, clothes racks with hangers for costumes/street clothes, drinking fountain, make-up mirrors with incandescent lighting, full length mirrors, and adequate table and chairs in all rooms.

The Make-up room is situated between the two dressing rooms and consists of 10 big mirrors, 2 people per mirror; 2 small mirrors, 1 person per mirror. The Costume shop will be in use, but you may use the dressings rooms and the make-up room. Will have access to washer and dryer, and steam and irons. Head of wardrobe is Ricky Greenwell.

Laundry:

There is a washer and dryer located in the costume shop, below the Hansen Theatre.

Nearest Laundromats/Cleaners:

Camelot Cleaners
Main and 7th St.
Moorhead, MN 56560
(218) 233-2652

Moorhead Maytag Laundry and Tanning
3318 Easten Mall HWY 10
Moorhead, MN 56560
(218) 233-3110

Wardrobe Racks:

There are 4 portable wardrobe racks. If room, safety, and fire codes permit, quick-change areas can be set up SL and SR.

Local Fabric and Make-Up Stores:

Hancock Fabrics 442713Ave SW Fargo ND 58103 701 282 4411	Jo-Ann Fabrics & Crafts 4340 13th Ave S Fargo ND 58103 701 282 5353	Mill End Textiles Outlet 3600 36 St SW Fargo ND 58103	Applause Costumes 788 2nd Ave S Moorhead, MN 56560 218 287 3421
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Stage and Loading Dock Information

Stage Type:

The Gaede Stage is a thrust stage. It is a theatrical facility with a fly system. The floor is a wood floor raised with 2x4 sleepers and covered by ¼" masonite top. It is painted with Rosco Supersaturated Velour Black. We do allow fasteners to be used such as tape, nails, stage screws, staples and woodscrews.

Loading Dimensions:

The loading dock is located off of 9th Ave. So. through parking lot G. A yellow roll-off dumpster to your right as you are driving in towards the campus indicates our loading dock.

Loading Dock is ground level with a hydraulic loading dock platform.
Hydraulic loading dock platform- Height: 60" Width: 84" X 120" long

Distance from loading dock to Gaede- 55'-0", passing through a scene shop.

You must pass through 2 additional doors to get onto the Gaede Stage.
Loading dock door into shop: 11'-8" high X 10'-0" wide
Door onto Stage: 11'-9" high X 9'-4" wide (7'-4" wide to fly line)

Directions from loading dock to stage:

There are no obstructions to the stage.
Gaede- there is a straight path through the scene shop to door of the stage.

If necessary a forklift can be arranged for load in and load out. If truck wishes to remain parked at the loading doors during entire engagement arrangements can be made.



Stage Dimensions

Thrust Theatre-

Thrust shop door- 11'9" high X 9'4" wide (7'4" to fly line)

Height to bottom of the first border - 20'9"

Proscenium Opening – 23'9"

Widest width is 20'-0"

 Furthest DS width - 10'-0"

 Beginning of Thrust width - 15'-3"

Depth of Stage – 36'-3"

 Depth of Thrust only 18'-2"

Grid walkway from the floor - 24'8"

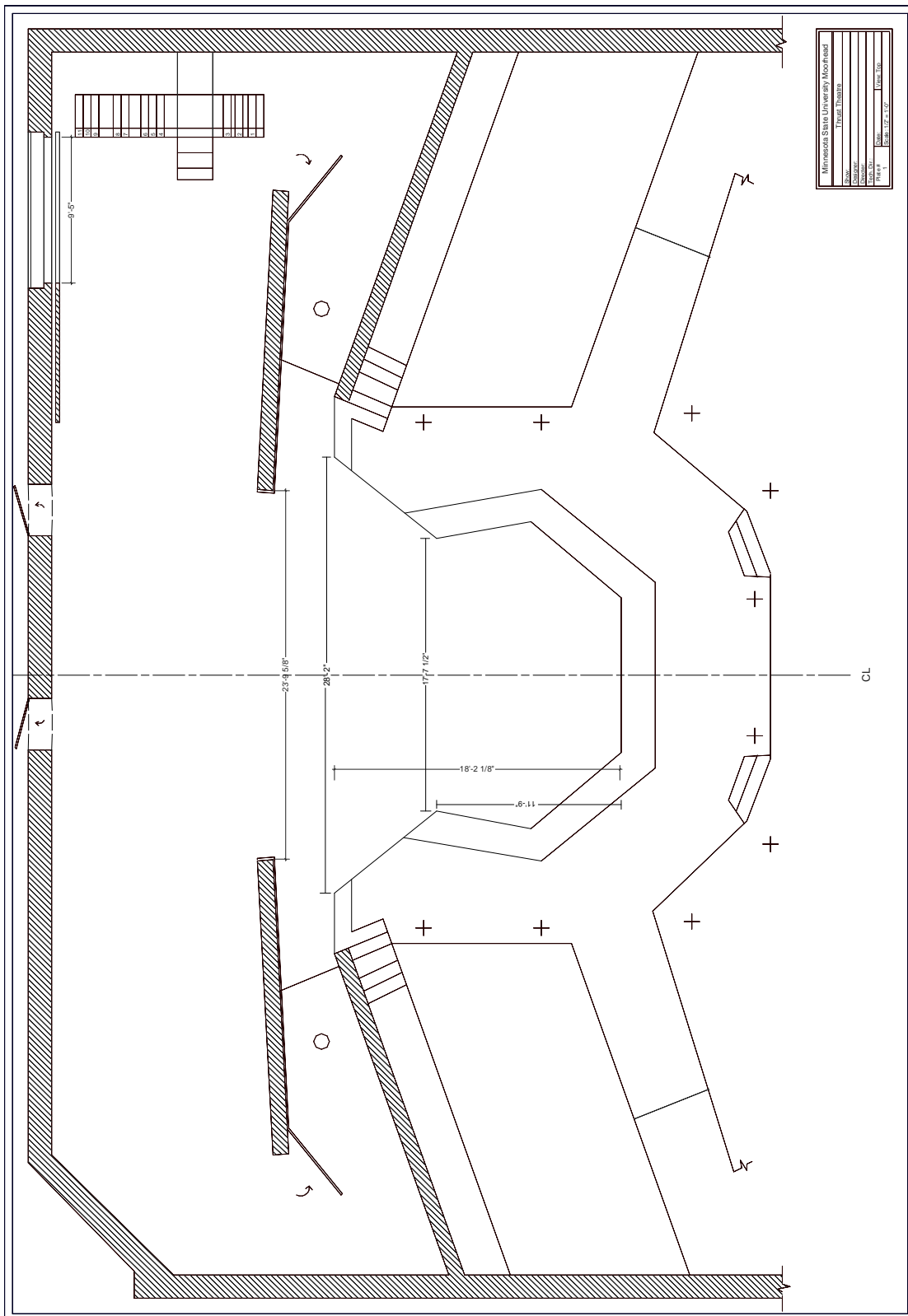
Each catwalk has a 3" steel support 24'5" to the floor

From the bottom of the balcony to the floor- 8'6"

To the top of the balcony- 8'11"

An upright piano is not normally kept in the theatre. There is one available in the Green Room. If more than one is needed, or a piano other than an upright is required, one can be arranged, but will incur charges for piano rental, piano moving and tuning.

Gaede Ground Plan





Gaede Stage Fly System

There is a system for raising and hanging scenery. It is a counter weight guideline track and locking rails, with a total weight capacity of 1000 pounds per set. The ceiling height from the stage floor is 31'-2". The locking rail is located SL and consists of 11 lines.

Line #	Distance from proscenium	Notes	Batten Length
1	3 ½"	Legs & Border	
2	9 ½"		
3	18"		
----		Catwalk	
4	62 ½"	Border	
5	70 ½"	Leg SL	
6	81 ½"		
7	87 ½"	Border & Leg SL	
8	96 ½"	Leg SR	
9	114 ½"		
10	122 ½"		
11	135 ½"	Traveler	

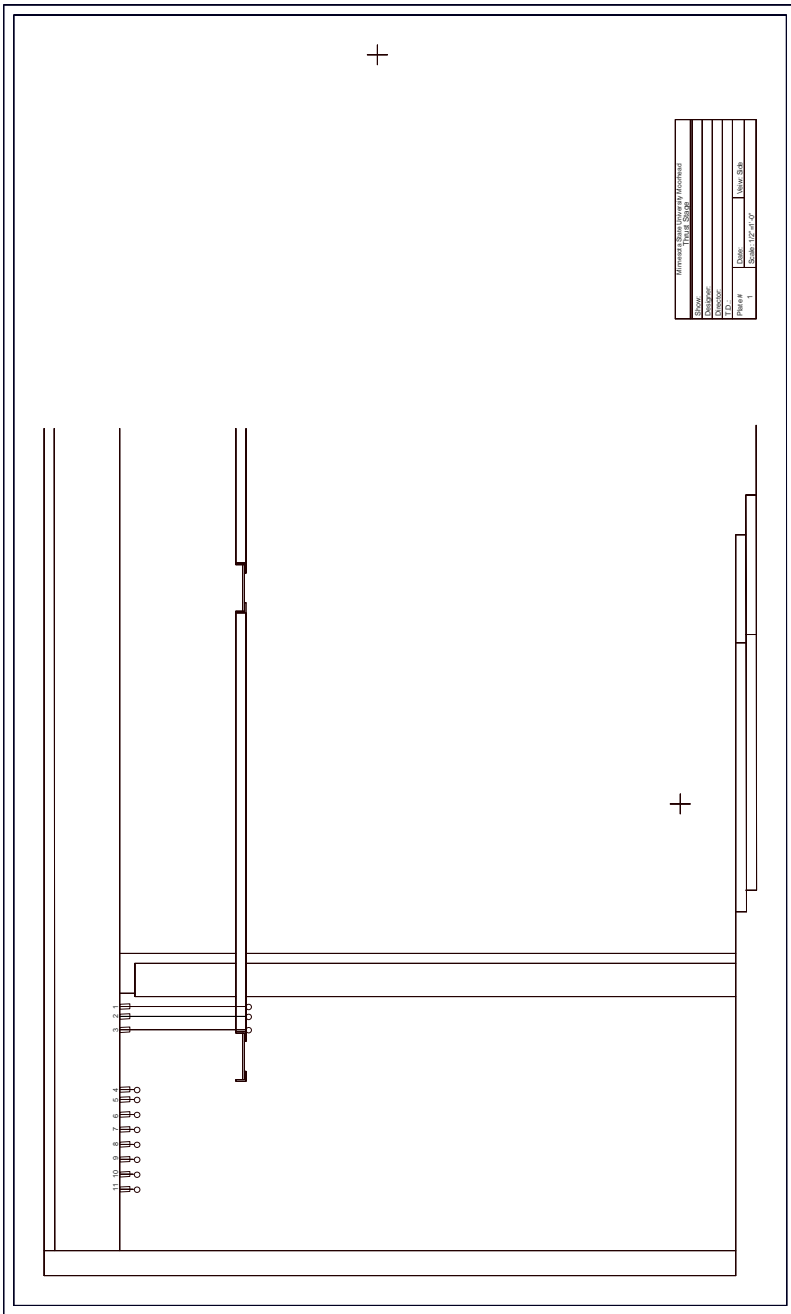
Notes

* Battens are about 45'-10" in length unless otherwise noted.

*Most battens may be extended an additional 4'0" if needed.

* Normally, three sets of legs are hung, with four legs per set (two per side).

Gaede Side Elevation





Masking

There is a full stage black drape available that does not travel but can be easily moved. The drape is made of black velour and can be flown out. It can be hung, in fullness, and its dimensions are 27' high X 44' wide, with a split in the middle.

There are three sets of soft legs with dimensions of 24'-0" high X 6'-0" wide. All of which can be move to other pipes. The legs are soft and flat and made of black velour and are flat.

There are 2 hard and 1 soft borders all of which are moveable. One of the hard borders is 3'-9" high x 49'-3" wide. The other hard border is 6'-0" high x 45'-11" wide. The soft borders is 5'-10" high x 39'-1" wide.

There is no main drape in Gaede Stage.

Scrim are available. The dimensions are 27'-0" high X 44'-0" wide. There are 3 colors: white, black, and blue made out of sharks tooth material. They are in good condition.



Lighting Information

Power Hook-ups:

There is a 3 phase power supply for external hook-ups with 208 amps between phases with 120 volts to ground for external power supply. There are a total of 400 amps that can be tapped off of for lighting and 200 amps that can be tapped off for sound. The tie off is located on SL just inside the scene shop. If this is needed, arrangements must be made in advance for our electrician. This is about 55'0" between the hook-up and the Gaede Stage.

Consol:

We have a Strand Lighting 520 light board system. This is located in our control booth, in the rear of the house, with an unobstructed view of the entire stage. There are 192 dimmers and channels. The board has 24 submasters, with six submaster pages and soft patch capabilities.

Dimmers:

We have DMX dimmers, which are located in the left section of the control booth (just left of the light board). There are 192 of the 2.4KW Dual B Strand Lighting.

House & Work Lights:

There is control of the house lights in the booth, on both SL and House Right. The house lights do have the capability to dim out and can be independent of stage lighting. However, the only place with the ability to dim the house lights is in the booth. A snapshot control box is located in the booth as well as SL, for the use of work lights without having the board turned on.

Lighting Positions:

There are 3 Catwalks located downstage of the proscenium and 1 upstage. The first catwalk is 18'-0" from the proscenium line. The second catwalk is 29'-2" from the proscenium line. The third is 40'-8" from the proscenium line. The upstage catwalk is 2'-6" from the proscenium line.

There are two catwalks that run from the proscenium to the back of the house on either side of the stage. They are located 4'-9" from the stage. There are two catwalks that connect the first catwalk to the backstage catwalk, and are positioned just inside the proscenium opening. There have also been four pipes hung between these two catwalks to provide for some top light hanging positions.

Color & Patterns:

We do stock color media in Lee, and a limited stock of Roscolux. However, please supply your own color needs. We have 28 gobo holders. Please supply your own gobo patterns if any are needed.



Lighting Information Continued

Follow spots:

We have two Roadie follow spots. If these are needed, please make arrangements prior arrival to get them set up. These have the capability to douse and iris out. Gels are available upon prior request.

General Outlets:

There are five 20amp 110v circuits onstage that are separate from the lighting circuits. They are located downstage center on the facing of the lower step, SR, SL and one upstage.

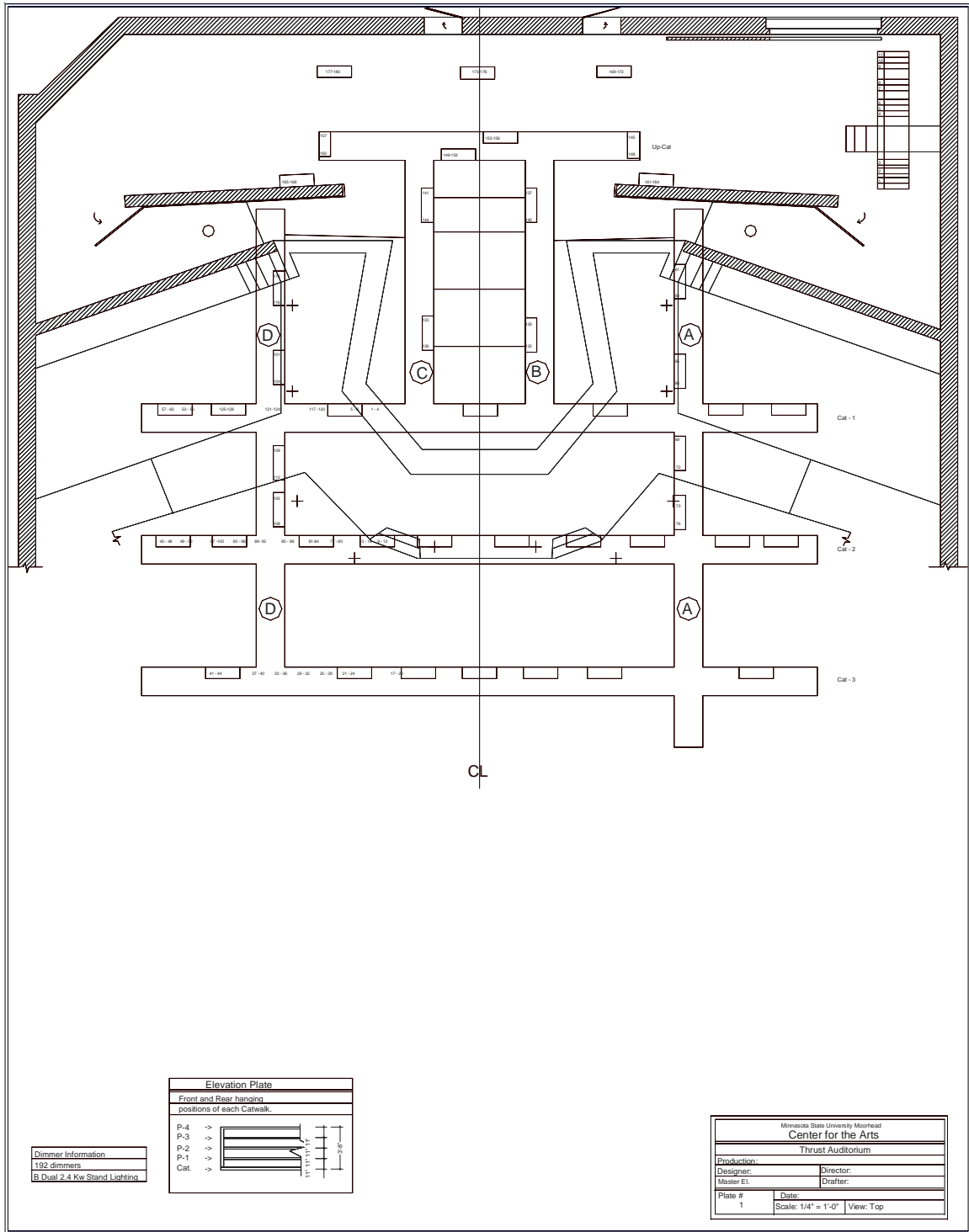
Lighting Cable:

The connectors for our instruments and cable are the old style 3-pin twist lock. We do have extra cable and two-fers available upon request.

Miscellaneous Information:

Local production rental company: HB Sound & Light
3331 S. University Dr
Fargo, ND 58104
(701) 235-3695

Gaede Light Plot





Lighting Instrument Inventory

Ellipsoidal

Instrument Type	Lamp/ Wattage	In Stock	Needs Repair	Manufacture/ Model #
SL Cool Beam 36	575 W {GLA}	28	2	Strand 11341
Very New 6X9	750 W {EHG}	39	1	Strand
N-Axial 6x9 ER	750 W {EHG}	35	1	Strand 2209
Axial 6x9 ER	750 W {EHG}	22	1	Strand 2209
Old 6x9 ER	750 W {EGG}	20		Strand 2321
Axial 6x12	750 W {EHG}	31	2	Strand 2212
Old 6x12	750 W {EGG}	34	3	Strand 2331
Very New 6X16	750 W {EHG}	11	2	Strand
Old 6x16	750 W {EGG}	28		Strand 2333
10"x16" ER	2000 W	2 Small Beam 2 Med. Beam 2 Lg. Beam		Strand 2705

Variable Lens

Instrument Type	Lamp/ Wattage	In Stock	Needs Repair	Manufacture/ Model #
6" Zoom	750 W {EHG}	29	6	Strand 2206
6" CCT	750 W {EHG}	32	3	CCT 1539
8" CCT	1000 W {FEL}	12	3	CCT Z00FV

Fresnels

Instrument Type	Lamp/ Wattage	In Stock	Needs Repair	Manufacture/ Model #
8" Fresnel	1000 W {BVT}	28	1	Strand 3480
New 6" Fresnel	500 W {DNW}	25	4	Strand 3342
Old 6" Fresnel	500 W {DNW}	12	2	Strand 223

Beam Projectors

Instrument Type	Lamp/ Wattage	In Stock	Needs Repair	Manufacture/ Model #
10" Beam Projector	1000 W	6		Strand 4122
20" Beam Projector	1000 W	2		Strand 1506
Pin Spots	6V Par 36	4		
Scoops		2		Strand 4271



4 – Color Striplights

Instrument Type	Lamp/ Wattage	In Stock	Needs Repair	Manufacture/ Model #
New 6'-0" 12 Lamp	150W	4		Strand 5246
Old 6'-0" 12 Lamp	150W	8		Strand 5286
8'-0" 16 Lamp	150W	3		Strand 472
4'-6" 9 Lamps	150W	6		
4 Cell Broad Lights	1000W FFT	4		Strand 5804

3 – Color Striplights

Instrument Type	Lamp/ Wattage	In Stock	Needs Repair	Manufacture/ Model #
6'-0" 12 Lamp	150W	3		Strand 5236

Rondels

Color	Flat	Rippled	Stippled	Smooth
Red	1	18	25	-
Blue	-	28	31	34
Green	-	18	28	-
Orange	2	4	-	-
Clear	-	-	43	-

Flood Lights

Instrument Type	Lamp/ Wattage	In Stock	Needs Repair	Manufacture/ Model #
Olivettes	300W & 750 W	5		

Follow Spots

Instrument Type	Lamp/ Wattage	In Stock	Needs Repair	Manufacture/ Model #
Lycian 400	HTI - 400 W	2		
Roadie	HTI - 400 W	2		
Strong	HMI -575 W	2		Strand 45003
Strand	M- BP 3000W	2		Strand 4452



Sound Information

Audio Mixing Position:

The audio booth is located at the rear of the main floor, with an unobstructed view of the entire stage. It has a glass window that can open up. There are no standard provisions for an in house mixing position. However, if you bring in your own system that needs to be in the house, please allow advanced notice so that house seats are not sold.

Sound Board:

There is a Yamaha O2R, 24 channels in the control booth. There are two CD players. One is a Teac, CD – P1250 and the other is a Tascam, CD-401 MK II. There is also one tape player, Tascam 102 MK II. There are 5 amplifiers, three are Crown D – 75A, one is Crest Audio Vs 1500, and the last is Crest Audio Vs 1100.

Microphone Inputs:

The theatre is equipped with two 4-channel XLR input jacks, which are located on DSR and DSL, and USR and USL. There is also a ¼” output jacks on each side. There is a patch bay, which is located in the sound booth.

Microphone

Quantity	Manufacture	Type
5	Crown	PCC 160
5	Crown, PZM 6LPB	PZM
3	Shure SM 57 Dynamic Lo Z	Handheld
2	Shure Vocal sphere 5795B Dynamic Lo Z	Handheld
1	Shure 5885D Unisphere Dynamic Lo/Hi Z	Handheld
1	Shure Dynamic PE35L Lo Z	Handheld
1	Electro Voice Inc. Model # 676	Handheld
1	Electro Voice Inc. Model # 635A	Handheld
1	Sony Electric Condenser	Handheld

Wireless

Quantity	Manufacture	Model
12	Shure	Shure SLX4
8	Samson	Broadcast STD Series, dbx noise reduction
2	Samson	Synthesized diversity receiver: UR –5
2	Samson	VHF Amplified Antenna Distribution System, 120-230 MHz



Sound Information Continued

Speakers:

Quantity	Manufacture	Model	Location
2	Altec Dividing Network	N501-8A	Coves
2	Altec-Lansing Compression Driver, Tangerine Radial Phasing system, Impedance 16 Ohms	290-16L	Clouds
3	Altec-Lansing High Frequency Driver, Tangerine Radial Phasing system, Pascalite Diaphragm construction, Impedance 16 Ohms	299-16A	Clouds
1	Subwoofer		

Headset Communication:

The theatre is equipped with Clear-Com system. There are stations in the light, sound and projection booths, SR and SL, the catwalks and at the locking rail for the fly lines.

Quantity	Manufacture	Model	Description
11	Clear-Com, Intercom Systems	RS – 100A	Remote Station, Metal Box
5	Clear-Com, Intercom Systems	502	2 Channel, Plastic Box
13	Clear-Com, Intercom Systems		1 Earmuff, Headset



F-M Area Information

The Fargo-Moorhead area community is a young, active, student-centered community. Over 25,000 college students live in the area due to the Tri-college University system (MSUM, NDSU, Concordia). The Fargo-Moorhead is recognized as an All-American City. It is also the largest business and population center from Minneapolis/St. Paul to Spokane, and from Winnipeg, Manitoba, Canada, to Sioux City Iowa. Fargo-Moorhead also offers shopping malls with stores such as Gap, Abercrombie and Express, hundreds of major restaurants like Olive Garden, Apple Bee's, and there are over 31 movie screens.

Moorhead's sales tax is 6.5%; clothing and most groceries are exempt. The North Dakota and Fargo's combined sales tax is 6%, with groceries and pharmaceuticals are exempt. Fargo is also known for the availability of legalized gambling (for charity). Many area hotels have small "casinos" featuring blackjack, poker, and pull-tabs.

Fargo's airport offers flights from Northwest (including partners Mesaba and Pinnacle), United Express (Sky west and Air Wisconsin) and Allegiant with non-stop service to Chicago, Minneapolis, Denver and Las Vegas.

Below there are a few Attractions, Shopping Centers, Movie Theatres, Restaurants and Hotels listed. Travel, medical and banking information can be found on pages 5 & 6.

Attractions:

Bonanzaville 1351 West Main Avenue West Fargo, ND 58078 (701) 282-2822	Comstock House 506 8th St S Moorhead, MN 56560 (218) 291-4211	Fargo Air Museum 1609 19th Avenue North Fargo, ND 58102 701.293.8043
Fargo dome 1800 University Drive Fargo, ND 58102 (701) 214-9100	Heritage Hjemkomst Interpretive Center 202 First Avenue North Moorhead, MN 56560 (218) 299-5511	Plains Art Museum 704 1st Ave N Fargo, ND 58102 (701) 293-0903

Shopping:

EasTen Shopping Center Highway 10 East Moorhead, MN 56560	Moorhead Center Mall 5th St & Center Ave Moorhead, MN 56560	West Acres Shopping Center I-29 & 13th Ave South Fargo, ND 58103
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Movie Theatres:

Century 10 Cinema & Extreme Screen 3931- 9th Ave. SW Fargo, ND 58103 701.281.1335	West Acres 14 4107 17th Avenue Southwest Fargo, ND 58103 701.461.8902	Safari 7 Theater 925 So. 30th Ave. Moorhead, MN 56560 218.461.8902	Fargo Theatre 314 Broadway Fargo, ND 58102 701.239.8385
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F-M Area Information Continued

Restaurants:

Bennigan's Grill & Tavern 3333 Hwy 10 East Moorhead, MN 56560 Phone: 218.291.3333	China Buffet 3342 Hwy 10 E Moorhead, MN 56560 Phone: 218.233.6868	Duane's House of Pizza 2223 Center Ave. Moorhead, MN 56560 Phone: 218.236.0550	Fry'n Pan 2920 Hwy. 10 East Moorhead, MN 56560 Phone: 218.236.0292
Grand Junction Grilled Subs 435 Main Ave Moorhead, MN 56560 Phone: 218.287.5651	Mulligan's Restaurant & Lounge 600 30th Ave. S Moorhead, MN 56560 Phone: 218.287.7100	O' Leary's Pub 808 30th Ave S Moorhead, MN 56560 Phone: 218-287-1957	Perkin's 3005 Hwy 10 E Moorhead, MN 56560 Phone: 218.299.6454
Red Bear Grill & Tavern 700 1st Avenue North Moorhead, MN 56560 Phone: 218.287.0080	Speak Easy 1001 30th Avenue South Moorhead, MN 56560 Phone: 218.233.1326		

Hotels:

Courtyard By Marriott & Moorhead Area Conference Center 1080 28th Ave So. Moorhead, MN 56560 Phone: 218.284.1000	AmericInn & Conference Center of Moorhead 600 30th Ave So Moorhead, MN 56560 Phone: 218.287.7100	Super 8 Motel 3621 8th Street So Moorhead, MN 56560 Phone: 218.233.8880	Travelodge & Suites 3027 So Frontage Road Moorhead, MN 56560 Phone: 218.233.5333
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