

Technical Information
BRUCE MONTGOMERY 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
O: 215-898-5292

Assistant Box Office Manager
Kristine Bonaventura
O: 215-898-6789
E: kbona@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 4 accessible seating positions in the Montgomery Theatre..
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)
2100 South 15th Street (at
Synder)

Mon-Fri 7:30am – 6pm;
Sat 8a-5p; Closed Sundays
P: 215-334-3999
Text Pick-up: 609-238-0208

Mon-Fri 8a – 6p; Sat 9a – 6p;
Closed Sundays

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

Bonded Dry Cleaners/Wash &
Fold
3724 Spruce Street
P: 215-382-1890

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 ¼ 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

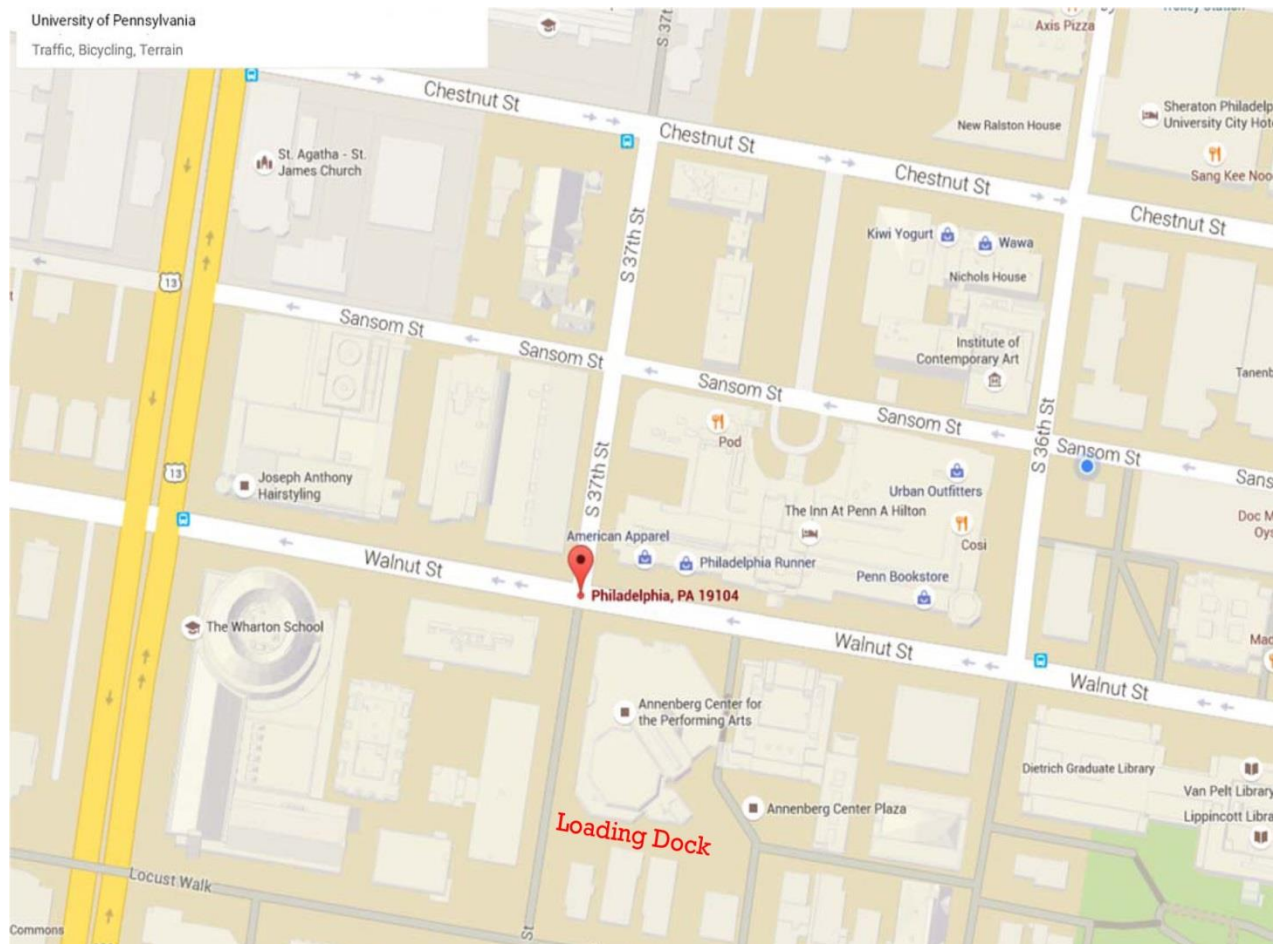
The dock is 4'1/4" above street level.

Freight Elevator:

10'0" w x 25'0" d x 12'0" h

Weight capacity is 19,000 lbs. (8618.26kg)

Map:



Carpentry

Seating:

110

Stage Dimensions:

End Stage Configuration:

Playing Area Width: 23'0" (7.01m)

Playing Area Depth: 18'0" (5.48m)

Proscenium Height: 10'9" (3.070m)

Wing Space:

Stage Right and Left 4'0" (1.21m)

Grid Height:

Deck to Grid: 19'0" (5.79m)

Stage Height:

From house floor up: 2'2" (.65m)

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

Borders:

Two (2)

Permanent Masking:

One (1) center split black traveler in front of Muslin backdrop

One (1) Muslin Natural backdrop upon special request

Scrim:

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: 15'6" (4.72m)

Battens:

Black Schedule 40 Pipe, 1 1/2" (3.6 cm) in diameter

Line Sets: 14

Line sets are winch operated

Support Areas:**Crossover:**

Stage right door through service corridor to upstage left door

Access:

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

Shop Area:

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

Storage:

By special request.

Lighting

Power:

There are four (4) 20amp receptacles with two (1) circuit 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 = 36'0" (10.97m)

Houselights:

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

Equipment Inventory:

Instruments:

INVENTORY	UNIT TYPE	LAMP
6	Altman Shakespeare 30° Leko Elipsoidal	575W
12	ETC PARnel	575W
4	Altman Strip R-40	150W

*supplemental inventory available upon request

Hardware:

See attachments for complete hardware list (*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:

Four (4) 20amp circuit in control booth with 4 circuits in booth
Four (4) 20amp receptacles with two (1) circuits onstage

Wiring:

Four (4) microphone inputs in stage right wall that sends to control booth

Control Locations:

House Mix Position: Control Booth

Monitor/Paging System:

Clear Com Communications System. Available in dressing rooms, dressing room corridor, and Green room.
Paging available upon request.

Production Communications:

Wired Clear Com (Model: MS 200C) – Three (3) headsets and belt packs. Locations include:
1 stage right,
1 stage left
1 light board in booth
1 sound board in booth

Equipment Inventory:

Mixing Consoles:

One (1) Soundcraft EFX 12 channel

Fixed Speakers:

Four over House: JBL
One JBL 15" Subwoofer

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

Amplifiers:

Two (2) Cocia 240/2m

One (1) Crown CDi 1000

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 shares 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

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 under the orchestra seating, accessible by SR and SL 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 small staircase in the middle of the room

Dressing 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:

Wi-Fi

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.

UNIVERSITY OF PENNSYLVANIA

Annenberg Center
Philadelphia, PA

Studio Theatre

Projection & Control Booth

To
Studio
Lobby

Studio
Theatre
Corridor

54'-0"

23'-0"

33'-3"

13'-0"

15'-6"

Projection Screen

To
Dressing
Rooms

