

RALEIGH MEMORIAL AUDITORIUM TECHNICAL PACKAGE

Revised February 2021



VENUE INFORMATION

Opened in 1932, Raleigh Memorial Auditorium is the crown jewel of North Carolina performing arts. Over the years, this richly historic theater has played host to a dazzling spectrum of artists and performances. Just a sample of the list quickly becomes dizzying: Sinatra, Jerry Seinfeld, Norah Jones, Alice in Chains, Chris Tucker, and Shreya Ghoshal. Broadway blockbusters like *Les Misérables*, *The Phantom of the Opera*, Disney's *The Lion King*, *Jersey Boys*, *Miss Saigon*, and *Rent* have also been staged here. After some dramatic renovations ranging from 1975-76, 1990, 2001, and most recently 2016, Raleigh Memorial Auditorium now blends state-of-the-art technical amenities with grand theater traditions. Stepping into the theater, with its dramatic atrium lobby, twin floating staircases, and gorgeous Doric columns brings the magic and inspiration of all these artists to life for visitors.

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LOCATION

Raleigh Memorial Auditorium is located at the southern end of Fayetteville Street in downtown Raleigh, between Salisbury, South and Wilmington Streets.

ADDRESS

SHIPPING ADDRESS

Raleigh Memorial Auditorium
2 E. South Street
Raleigh, NC 27601

GPS ADDRESS

Raleigh Memorial Auditorium
780 S. Wilmington Street
Raleigh, NC 27601

COORDINATES

35.7709, -78.6393

DIRECTIONS

FROM I-40 / WEST RALEIGH

Take I-40 East towards Raleigh. From I-40 take exit 298-B. Turn right on S. Saunders St. Go 1.5 miles north on S. Saunders St. Turn right onto South St. Go 2 blocks. The Duke Energy Center is on the right.

FROM US-1 / CAPITAL BLVD. / NORTH RALEIGH

Take US-1 South into Raleigh. US-1 becomes Capital Blvd. Stay on Capital Blvd., crossing over I-440 (the Beltline). After you cross I-440 go another 3.4 miles south. Capital Blvd. becomes Dawson St. Go 10 blocks south on Dawson St. (0.8 miles). Turn left onto South St. Go 3 blocks on South St. The Duke Energy Center is on the right.

FROM US-70 / GLENWOOD AVE. / NORTHWEST RALEIGH

From Glenwood Ave / US-70, follow the US-70 E. signs toward downtown Raleigh. US-70 travels along Glenwood Ave, turns onto Wade Avenue, then exits onto Capital Blvd. heading south. Capital Blvd. becomes Dawson St. Go 10 blocks south on Dawson St. (0.8 miles). Turn left onto South St. Go 3 blocks on South St. The Duke Energy Center is on the right.

FROM US-64 / NEW BERN AVE. / EAST RALEIGH

Take US-64 West toward Raleigh. US-64 becomes New Bern Ave. Follow New Bern Ave., crossing over I-440. After you cross I-440 go another 2.5 miles west. New Bern Ave. then becomes Edenton St. Go 1.2 miles on Edenton St., pass the State Capitol and turn left onto Dawson St. Turn left onto South St. Go 3 blocks on South St. The Duke Energy Center is on the right.

ALL TRUCKS / SHOW TRANSPORT / DELIVERIES

From I-40 / I-440, take exit 298-B. Turn north on S. Saunders. Go 0.5 miles and bear right on S. McDowell. **To Meymandi and Kennedy Docks:** Drive 0.7 miles. Turn right onto South St. Turn next right on Salisbury. Dock is in Kennedy Theatre parking lot on left. **To Fletcher and Memorial Docks:** Drive 0.5 miles to Martin Luther King

exit. At top of exit ramp, turn right on MLK. Turn left at second traffic light onto Wilmington. Second driveway on left leads into dock and parking area.

HOUSE POLICIES

EVENT PERSONNEL

A Duke Energy Center Production Supervisor must be present in the venue for ANY activity within the building. A crew minimum of three (3) technicians is required for any event. For safety and security of the audience during an event, a minimum of three (3) ushers, one (1) uniformed police officer, and one (1) in-house PAC security personnel will be required.

VENUE ENTRANCE

Production personnel will most often enter through the doors at the rear of the building. Any activity in the center will require a door guard to be posted at designated entrances, to be determined by Management.

PARKING

Please see Parking Policy ([Exhibit D](#)). Parking is available at prevailing rates in parking lots and decks surrounding the Duke Energy Center. Parking in the Loading Dock (except for loading or unloading) is strictly prohibited and violators will be towed at owner's expense. Please refer to [Exhibit D](#), [Exhibit E](#), and [Exhibit F](#) for parking maps and additional details. For oversized vehicles, please check with Production Supervisor, or Front of House Manager, for instructions on where to park.

DECORATING

At no time shall decorations or equipment be placed in or on the venue, walls or corridors, nor shall any signage be supported by nails, tacks, screws or tape on walls, doors, railings or woodwork without prior approval by the Production Supervisor. Painting, staining, or any other scenic treatment is not permitted in the theatre. Helium balloons are never allowed in the building. *Banners will not be allowed to be hung from the RMA balcony or staircases.

LOBBY SET-UPS

Arrangements for tables, chairs, skirting, easels or related items must be made in advance of the event with the Front of House Manager.

FOOD & DRINK

At no time are food and drink permitted onstage or in control booths.

SMOKING

The entire building is a no smoking facility.

TELEPHONES AND INTERNET

Phone and high-speed data lines can be contracted for a client's needs in most areas.

DELIVERY AND PICK-UP

All deliveries must be scheduled with the Production Supervisor. Upon load out of an event, all related equipment and material must be removed. Anything left in the building subsequent to an event will be disposed of.

EXPENDABLES

Duke Energy Center can provide hardware, lumber, gel, tape, office supplies or other expendables at additional costs.

SPECIAL EFFECTS

Any pyrotechnic effects will require a permit which will be obtainable on the behalf of the client. Please provide at least two week's notice along with a diagram showing locations and types of effects intended. The client will also need to provide an MSDS for each effect as well as flame-proofing certificates for all scenery used in the show.

Pyrotechnics and atmospheric effects (CO₂ fog or chemical haze or smoke) will affect our fire alarm sensors and require fire watch personnel. Any open flame, violation of the fire curtain line, or altering or obscuring any fire exit or path to a fire exit, will also require fire watch personnel.

IMPORTANT NOTE

At no time will any individual not directly connected to the production and familiar with its execution be allowed onstage or backstage. Arrangements should be made for friends and family to meet company members in the lobby. *This is not negotiable.*

Any scenery, curtains, furniture, or flying drops used in a production in our theaters should be either, a) fabricated from materials certified as inherently flame retardant, or b) treated in some fashion with a certified flame retardancy chemical treatment in the methods outlined by the manufacturer of that chemical. We reserve the right to request any applicable certificates, affidavits or receipts indicating such, and the right to deny use of any questionable materials or scenery.

TECHNICAL LABOR INFORMATION

Duke Energy Center is owned and operated by the City of Raleigh. To ensure the safety of personnel, patrons and property, no one except City of Raleigh Stage Technicians may operate any house owned equipment. At no time will the failure to fulfill a call allow persons other than City of Raleigh employees to operate any house equipment. Duke Energy Center retains the right to approve decorators, contractors or other service personnel employed by the client.

All labor is provided by the Duke Energy Center for the Performing Arts. Crew calls should be supplied to the Production Supervisor as far in advance of the event as possible. There is no full-time stage crew; all technicians are scheduled by the Production Supervisor per the client's request and billed accordingly. Unscheduled calls or changes which arise during the production process should be communicated to the Production Supervisor in a timely manner to ensure the most qualified personnel are secured.

Cancellation of scheduled calls is subject to full labor charges if all attempts to contact crew personnel are unsuccessful.

Calls are scheduled at a four (4) hour minimum and no more than five (5) hours between meal breaks. There is a minimum two (2) hour call back from a meal break on continuous calls. Meal breaks are either a one (1) hour unpaid break, or a half (½) hour break that is paid and catered. Fifteen (15) minute breaks are taken at the mid-point of each call. Work cannot be scheduled in overtime without the Production Supervisor's approval.

Overtime (payable at 1 ½ times the current pay rate) will be assessed for any work done between midnight and 8am, or when the production requires the same person to work more than forty (40) hours in one pay-week that runs from Monday - Sunday.

Safety to persons and property is considered the most important rule of consideration. If at any time the well-being of staff, patrons or equipment is threatened or jeopardized, it is within the power of the house staff to terminate these actions immediately.

STAGE INFORMATION AND MEASUREMENTS

SEATING CAPACITY

2,289 + 80 (optional) pit seats

SEATING

Please see [Exhibit C](#) for seating chart.

LOADING ACCESS

Two dock high loading bays are located on the east side (Wilmington Street) adjacent to the stage house. They are on the SR side of the house and open into a service corridor US of the deck area. Direct stage access from this corridor is provided by four sets of loading doors on the US wall.

- Loading Dock #1: 8'-0" wide x 10'-0" high
(equipped with a self-leveling dock plate)
- Loading Dock #2: 7'-4" wide x 9'-9" high
- Stage Loading Doors: 7'-9" wide x 26' high, located SR of center 5'-11" wide x 7'-0" high, located on center 7'-10" wide x 10'-0" high SR 5'-8" wide x 7'-0" high SL

PROSCENIUM

Height- 25'-0" (*not architectural*)

Width- 58'-10"

STAGE DECK

Height: 3'-8" from the auditorium floor (*Two sets of removable steps access the house directly from the apron*).

The deck is tongue and groove maple, painted black. Lagging into the deck (1 ½") is permitted.

- Depth: Plaster Line to US wall: 35'-6"
- Plaster Line to Apron edge: 4'-6"
- Total stage depth: 40'-0"
- Width: Center Line to SL wall: 49'-0"
- Center Line to SR wall: 49'-0"

ORCHESTRA PIT

(Please see [Exhibit A](#) for drawing.)

Width: 51'-6"

Depth: 12'-0" at center – tapering to 9'-0" at offstage edge.

Pit edge begins to taper at 5' from center SL & SR

The orchestra pit is a hydraulic lift that can be set at any height from basement to stage level. The only access to the orchestra pit during a performance is through the house or from the stage. The lift cannot be operated during a performance or at any time while the general public is in the auditorium, without special consent of the Production Supervisor.

DRESSING ROOMS

(Please see [Exhibit A](#) for drawing.)

All dressing rooms are located at deck level. A hallway of dressing rooms exists both SR and SL. These rooms have lit mirror, counter and rack space to accommodate two or three performers each. All rooms have sinks and there is one communal toilet and shower stall per hallway. Each hall has one dressing room with a pass door to the stage and one larger room with private toilet and shower, usually denoted as the star dressing room. SR consists of six (6) rooms including the star and SL has seven (7) with the star (see attached drawing).

Off stage left are two chorus dressing rooms, one men's and one women's. The men's is designed for 7 performers, and the women's 13, but more could be accommodated in either. Both have lit mirrors, counters, racks, sinks, toilets and shower stalls.

A washer and dryer is located in the loading dock area and 10 rolling racks are available. Additionally, three sets of washers and dryers are located in the house costume shop on the lower level.

Dry cleaning service can be arranged. However, clothes hangers or towels are not provided.

ADDITIONAL SPACE

Several multi-purpose rooms exist in the center. Subject to availability, it is possible to utilize these rooms as offices, additional dressing rooms, rehearsal space or work areas. Loading downstairs from the stage level is possible via a passenger elevator or orchestra pit lift.

The passenger elevator door measures 6'-11" high and 47" wide. The interior is 5' wide and 7'-8" deep.

FLY SYSTEM

The fly system is a JR Clancy double purchase counterweight system.

The operating rail is located SR 30' above the deck with 28' of clearance between the fly floor and the stage. A Hemp Pin Rail is located on the SR fly floor. The hemp rail runs the full depth of the stage with pins on 7" centers.

A Hemp Pin Rail is also located SL at 21' above the deck with 19' of clearance between the fly floor and the stage. This hemp rail runs the full depth of the stage with pins on 12" centers.

There are two loading bridges for the arbors located SR at 45' and 52' above the deck. All SR rail positions are accessed by a ladder on the USR wall. The SL rail and the grid are accessed by a ladder on the USL wall.

LINESETS

There are 46 linesets on average 9" centers. House battens are double pipe trusses of 1½" S40 pipe; 16" high and weighing 367 lbs., with 6 pick-up lines on approximate 12' centers.

Some sheaves *cannot* be kicked. Please see attached line schedule.

- Batten length: 67'
- Working load limit: 1800 lbs.
- Grid Height: 61'

- Out Trim to truss bottom pipe: 59'-5"
- In Trim: 3'-9"
- Arbors: Height: -12'-0". Weight capacity: 3,600 lbs.
- Counterweight: Steel bricks: 8" wide, thickness varies

LINESET SCHEDULE

This would be a typical line set layout; please confirm this information with the Production Supervisor – *it is likely to change with no notice!*

Line #	Distance from PL	House Hang	Kick?	Line #	Distance from PL	House Hang	Kick?
				24	18'-4"		No
2	1'-6"	Main Valance	No	25	18'-10"		
3	2'-5"	Main Rag		26	19'-6"		No
4	3'-1"		US Only	27	20'-4"		US Only
5	3'-9"	Electric 1	US Only	28	20'-11"	Border 3	
6	4'-5"			29	21'-9"	Legs 3	DS Only
7	5'-2"			30	22'-6"		
8	6'-2"			31	23'-4"	Electric 4	
9	6'-8"			32	24'-2"		DS Only
10	7'-6"	Border 1	DS Only	33	24'-10"		US Only
11	8'-2"	Legs 1		34	25'-6"		
12	9'-0"			35	26'-3"		No
13	9'-8"		US Only	36	27'-0"		
14	10'-6"	Electric 2		37	27'-9"	Border 4	No
15	11'-3"		DS Only	38	28'-7"	Legs 4	
16	12'-1"		US Only	39	29'-2"		
17	12'-10"			40	30'-5"	Electric 5	US Only
18	13'-6"		DS Only	41	31'-3"		
19	14'-2"			42	31'-9"	US Blackout	
20	14'-11"	Border 2		43	32'-6"		
21	15'-9"	Legs 2	No	44	33'-3"		No
22	16'-6"			45	33'-11"		US Only
23	17'-4"	Electric 3	DS Only	46	34'-8"	White Cyclorama	

SOFT GOODS

The following soft goods were manufactured and installed in 2008; with the exception of the main rag (installed 2000). All curtains are Black 27 oz velour and are sewn flat, with no fullness. *Note the lineset schedule for typical hanging positions.*

Goods	Panels	Width x Height
Main Curtain	2	35' w x 28' h (K-M Fabrics 'Plum' / 25 oz IFR velour/unlined) Travels or Guillotines (controlled from SR)
Main Valance	1	66' w x 8' h (K-M Fabrics 'Plum' / 25 oz IFR / 25 oz velour)
Borders	5	67' w x 12' h

Goods	Pairs of Panels	Width x Height (per panel)
Legs	10	17'-4" w x 27' h

Goods		Width x Height
White Leno Cyclorama (filled scrim)		60' x 26'-8"
Black Shark's tooth Scrim		65' x 30'-0"

NOTE: Some refurbished leg panels are available. These are 27' high with no fullness.

AUDIO INFORMATION

COMMUNICATION

Full "Clear-Com" systems are available at all production positions. The main station control is at the Stage Manager's Console, DSR. Paging and program feed to all dressing rooms, control booth and back hallways.

SOUND

Four-way quad amplified JBL System with center cluster, right and left fill clusters, and two rear fill delays. Control console is typically a Midas M32 digital desk with wireless remote capabilities. Additional desks and cabinets owned by the complex may be available dependent on other bookings.

The front of house mix position is an 8'-6" x 13' area at the rear of section.

The position is 112' from the plaster line and requires a 250' snake run from the deck.

Through third-party vendors in our area, we can provide audio and video transmission via phone, internet or satellite for archival use, live broadcast, internet streaming, or pay-per-view service.

The listening-assisted system is an FM transmitter system from Williams AV.

Note: The center does not supply batteries for battery powered audio equipment.

VIDEO SYSTEM

- One AW-UE150 PTZ Camera set up as the main house camera
- Full Cat 6 network throughout the venue
- One Panasonic AW-RP60 Remote Camera Controller that is shared between all theatres
- Hard wired internet available for streaming

LIGHTING AND POWER INFORMATION

ELECTRICS- COMPANY SWITCH

Primary power is provided through a fused 800 amp 120/208 volt 3 phase 5-wire company switch located on the SL wall 11' upstage of the plasterline. Two additional 400 amp 208/120 volt fused disconnects are located just US of the primary bull switch.

A 400 amp and a 100 amp 120/208 volt 3 phase 5 wire fused switch are located on the SR wall 15'-6" upstage of the plasterline. This service is traditionally used for audio since it is supplied through a separate transformer and has an isolated ground.

One 50 amp 120/208 volt 3 phase 5-wire fused disconnect switch exist 17' US of the plasterline on SR. Wall water pipe grounds exist both DSR and DSL.

TOTAL STAGE HOUSE POWER AND LOCATIONS

800amp	3 phase	SL
2 x 400amp	3 phase	SL
400amp	3 phase	SR
100amp	3 phase (isolated)	SR
50amp	3 phase	SR
200amp	3 phase	In upstage phase hallway by elephant doors
50 amp	3 phase	Loading dock

City of Raleigh electricians do all connects and disconnects.

LIGHTING INSTRUMENTATION & ACCESSORIES

All instrumentation is equipped with stage pin connector, C-clamps, safety cables and gel frames.

HOUSE HANG

- Booth Rail- 6- ETC S4 5 degree @ 575 W
- Cove - 36- ETC S4 10 degree @ 575w
- Box Booms - 7- ETC S4 19 degree @ 575w
14- ETC S4 26 degree @ 575w
1 - Colortran 8" Fresnel @ 2Kw with barndoors

Additional lighting equipment may be available, please contact the house for current inventory. The center does not supply color media, templates, or gaffer's tape without prior arrangement.

DIMMING & CONTROL

All stage dimmers are ETC Sensor, D20. There are 384 dimmers at 2.4kw each. All positions are wired dimmer per circuit. There is no patch bay or breakout panel; FOH control transfer is via DMX. The dimmer vault is located on the SL Pin Rail.

There is a CAT-5 powered data network system distributed throughout the theatre.

The house console is ETC's Ion 1500 with 2 x 20 outboard wing and wireless remote network and designer remote tech table station.

The house dimmers should be protected from any DMX source or receiver not provided by Duke Energy Center by means of an optical/electrical isolator.

DIMMER ALLOCATION

Position	Dimmers	Non-Dims	DMX, Net, or RFU
Cove, $\pm 50^\circ$	145-208	1-4	N, N, R
<i>Catwalk circuits repeat twice across the position</i>			
First Electric	1-30		No
Second Electric	31-60		No
Third Electric	61-90		No
Fourth Electric	91-120		No
Fifth Electric	121-144		No
<i>All electrics are "soft" with multi-cable and break-outs</i>			
HR Box Boom	209-222	1-4	N, N, R
HL Box Boom	223-236	1-4	N, N, R
DSL Deck	237-242	9-12	D, N, N, R
DSR Deck	243-248	9-12	D, N, N, R
USL Deck *	249-260	9-12	No
USR Deck *	261-272	9-12	No
HR Back of House, $\pm 20^\circ$	273-278		No
HL Back of House, $\pm 20^\circ$	279-284		No
SL Jump **	285-320	5-8	No
SR Jump		5-8	No
House Lights	351-355		
House Lights	361-380		

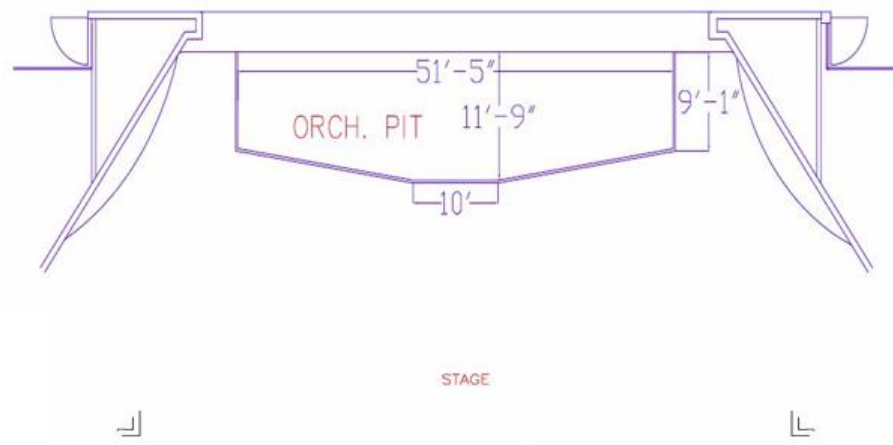
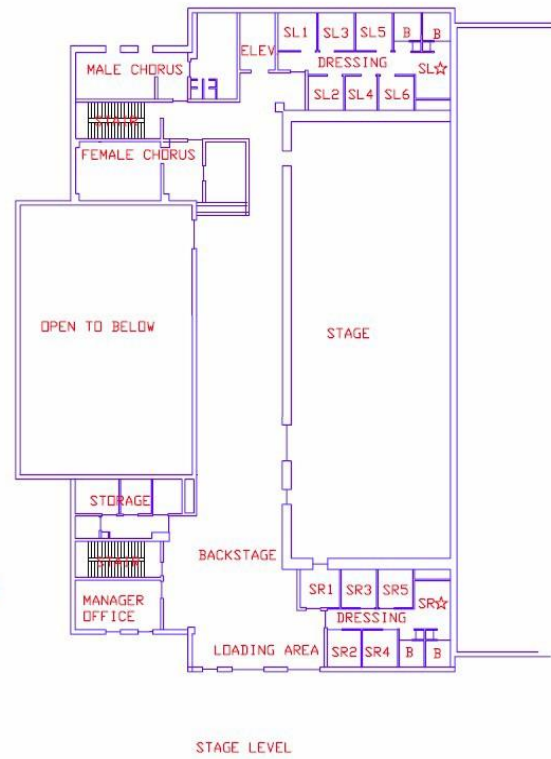
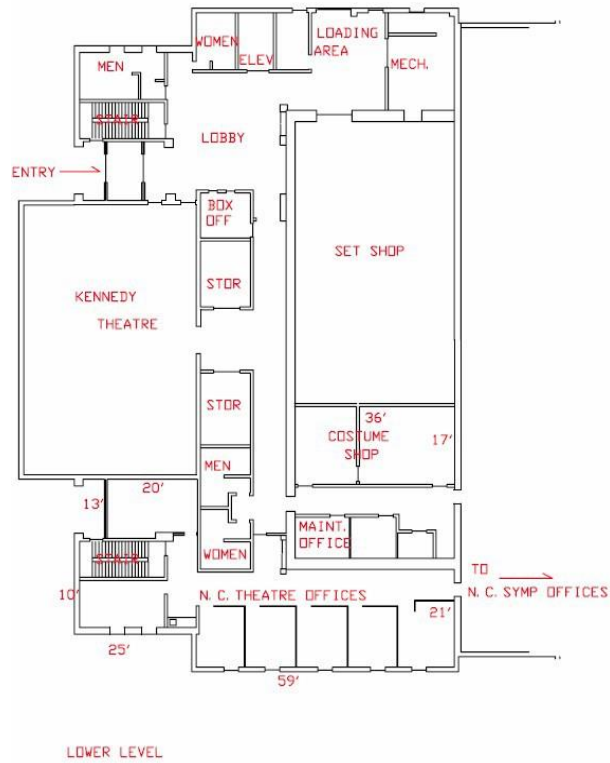
* these twelve circuits output in stage pin and two 19-pin connectors

** these 36 circuits output in six 19-pin connectors

ADDITIONAL CONTROL ALLOCATION

Position	DMX, Net, or RFU
Sound Booth	D x 4 input, N, N, R
Spot Booth	N, N
Tech Table	D, N, N, R
SL	D x 4 output

EXHIBIT A – STAGE AND LOWER LEVEL



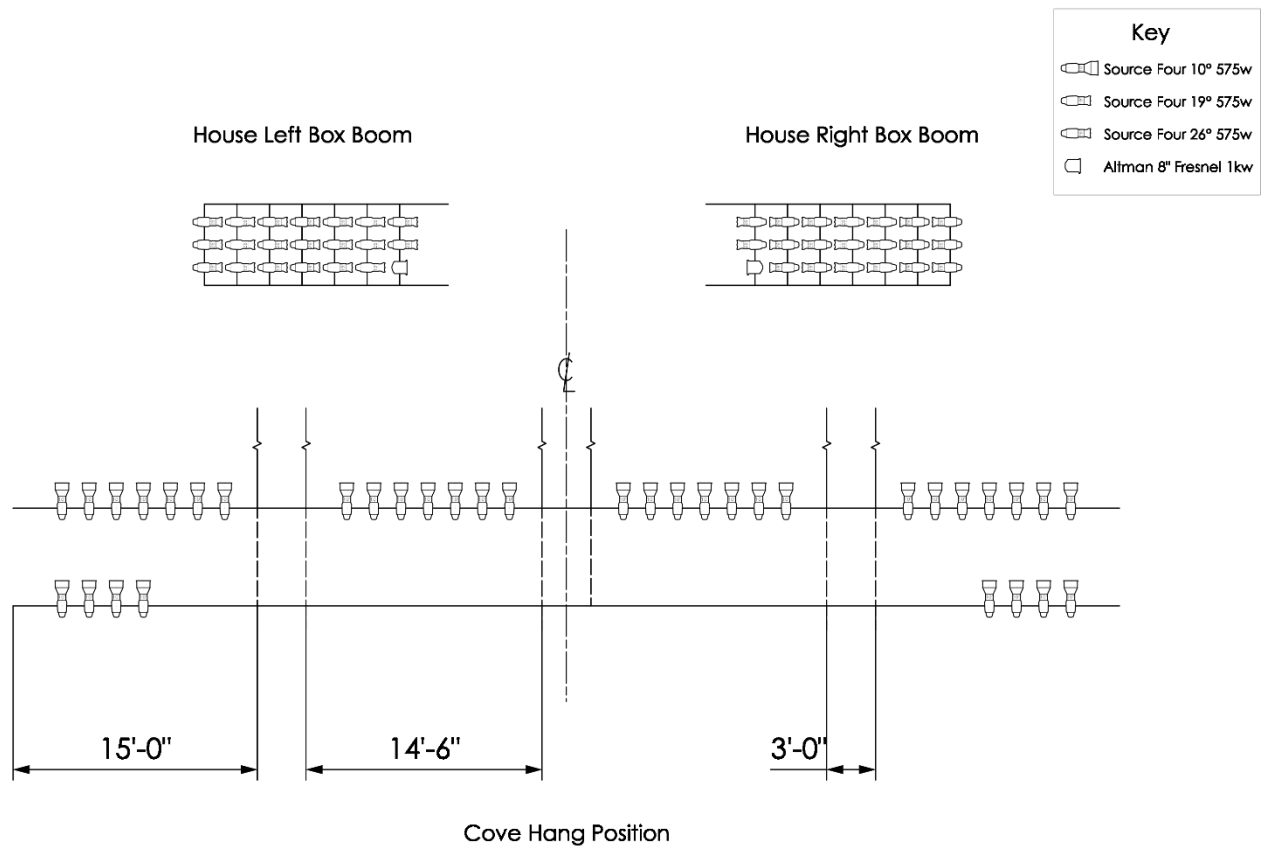


EXHIBIT B – LOBBY

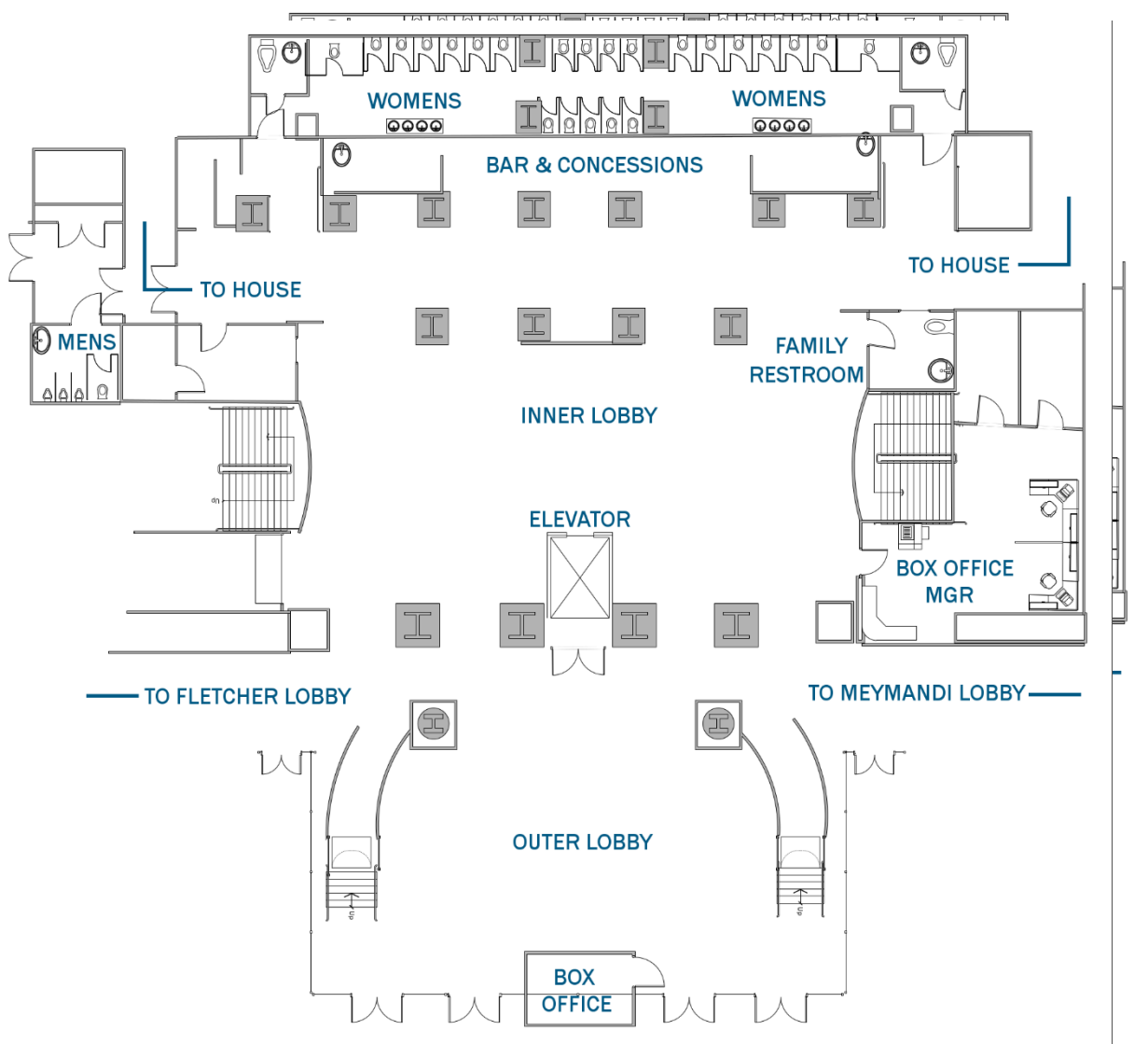


EXHIBIT C – SEATING CHART

**Duke Energy Center
for the Performing Arts**
Raleigh Memorial Auditorium

RALEIGH MEMORIAL AUDITORIUM

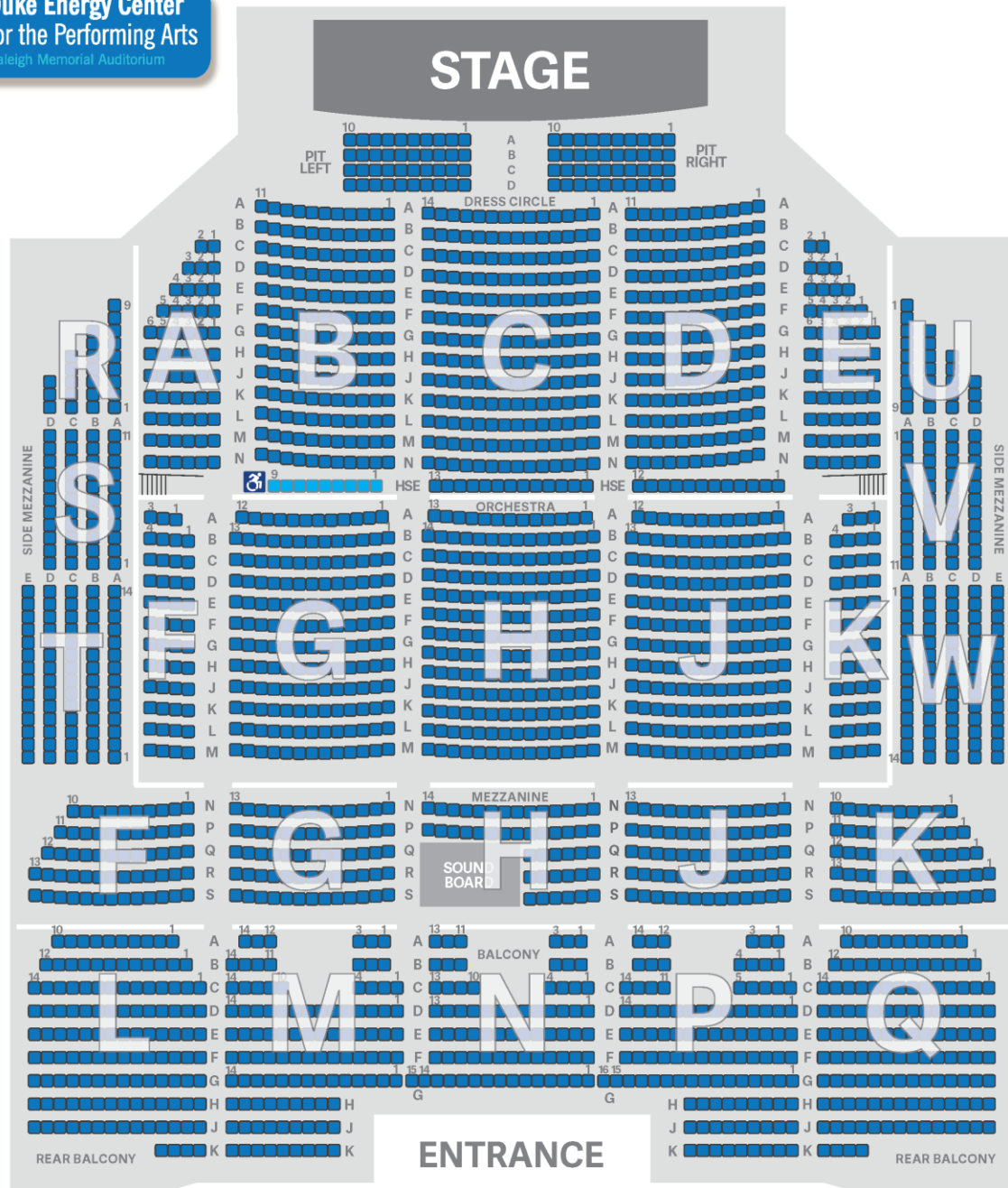


EXHIBIT D – PARKING POLICY

This policy will only address client parking for the Duke Energy Center. This will address backstage parking lots; to include Kennedy Theatre and Wilmington Street office lots. All other parking questions need to be directed toward McLaurin Parking.

All loading docks are to be kept clear except for trucks/buses for events that are currently booked in the corresponding theater or for vehicles actively dropping off/picking up from the corresponding theater. Any other vehicle found blocking access to any loading dock will be towed at the owner's expense.

The bus lane is reserved for buses and trucks required for clients and its use will be determined exclusively by Duke Energy Center staff (see [Exhibit E](#)). Any vehicle found in the bus lane without the permission Duke Energy Center staff will be towed at the owner's expense.

Delivery and pickup vehicles will be allowed temporary access to the loading dock or stage door of the venue that relates to the delivery/pickup, but only during the time in which they are actively loading or unloading. The vehicle will need to exit the parking/backstage area immediately after finishing loading or unloading. Vehicles left unattended after loading or unloading will be towed at the owner's expense.

All clients will be provided with two temporary parking passes that will only be valid for the time they are booked for their event. The parking spaces for Raleigh Memorial Auditorium and Fletcher Theater are located in front of the mechanical building in the Raleigh Memorial Auditorium/Fletcher backstage lot (see [Exhibit E](#)).

The parking spaces for Meymandi Concert Hall and Kennedy Theatre are located in the Kennedy Theatre parking lot (see [Exhibit E](#)).

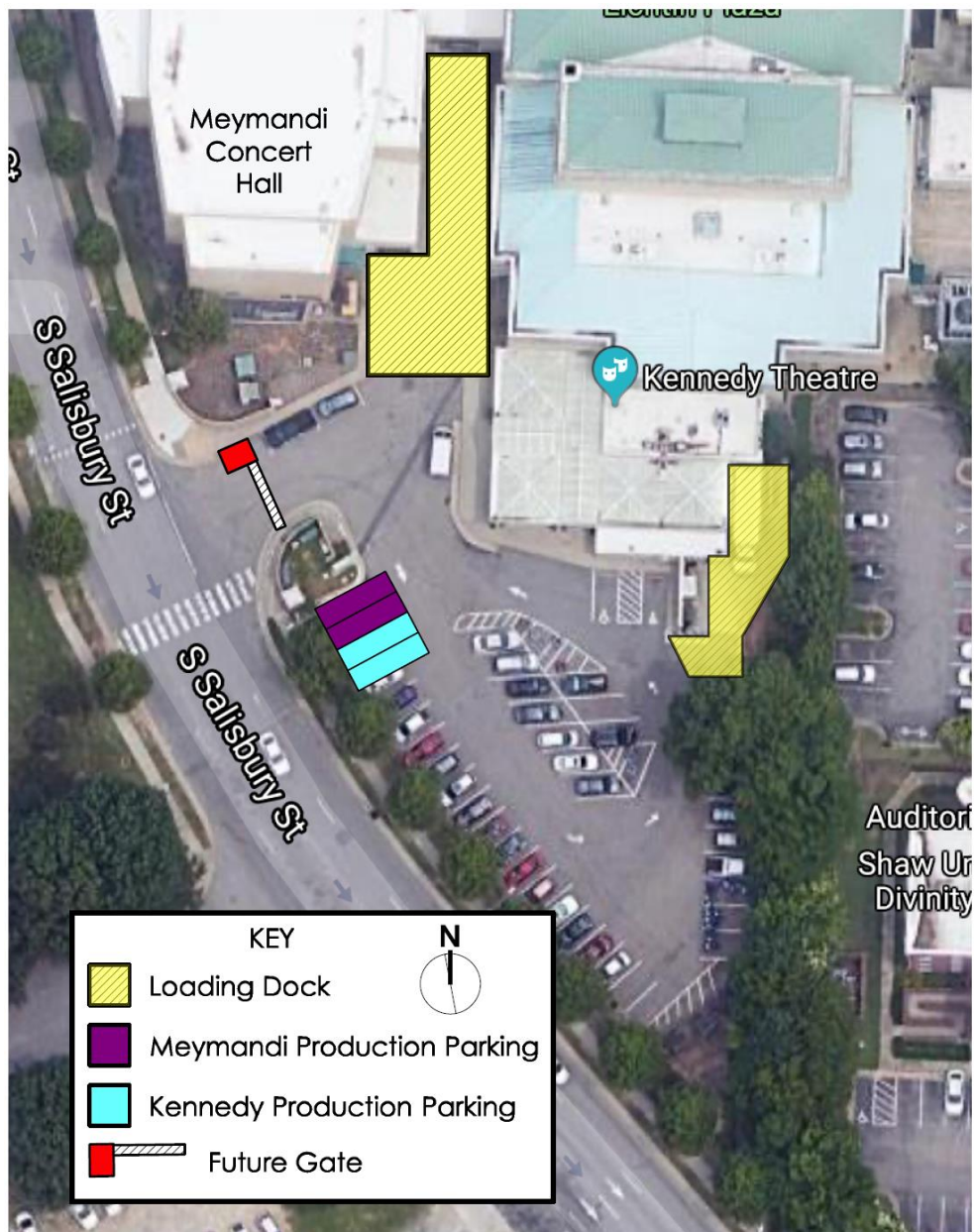
The Production Supervisor for each venue will provide the client with the two temporary passes upon arrival. The client must then fill out the vehicle information and place the passes in the windshield of their vehicle. The client will only be allowed to park in the assigned spaces, all other spaces are reserved for full time Duke Energy Center staff only.

If the client needs to switch vehicles at any point during their booked time in the space, they must bring back the original pass to the Production Supervisor and will then be given a new pass for the new vehicle. There will never be more than two passes available at any time. The pass should always be visible in the windshield of the vehicle when parked onsite. Passes will only be valid during the times listed on the pass. Any violations will result in loss of parking privileges and possible towing of the vehicle at the owner's expense.

Any clients, or perspective clients, coming to tour the Duke Energy Center or meet with staff will be allowed to park in the Wilmington St. office lot (see [Exhibit E](#)). Please make arrangements with the Duke Energy Center staff member you are meeting so that security can be aware of your arrival. Any unauthorized vehicles in the visitor parking will be towed at the owner's expense.

EXHIBIT E – PRODUCTION PARKING MAPS

MEYMANDI CONCERT HALL & KENNEDY THEATRE PRODUCTION PARKING



RALEIGH MEMORIAL AUDITORIUM & A.J. FLETCHER OPERA THEATER PRODUCTION PARKING

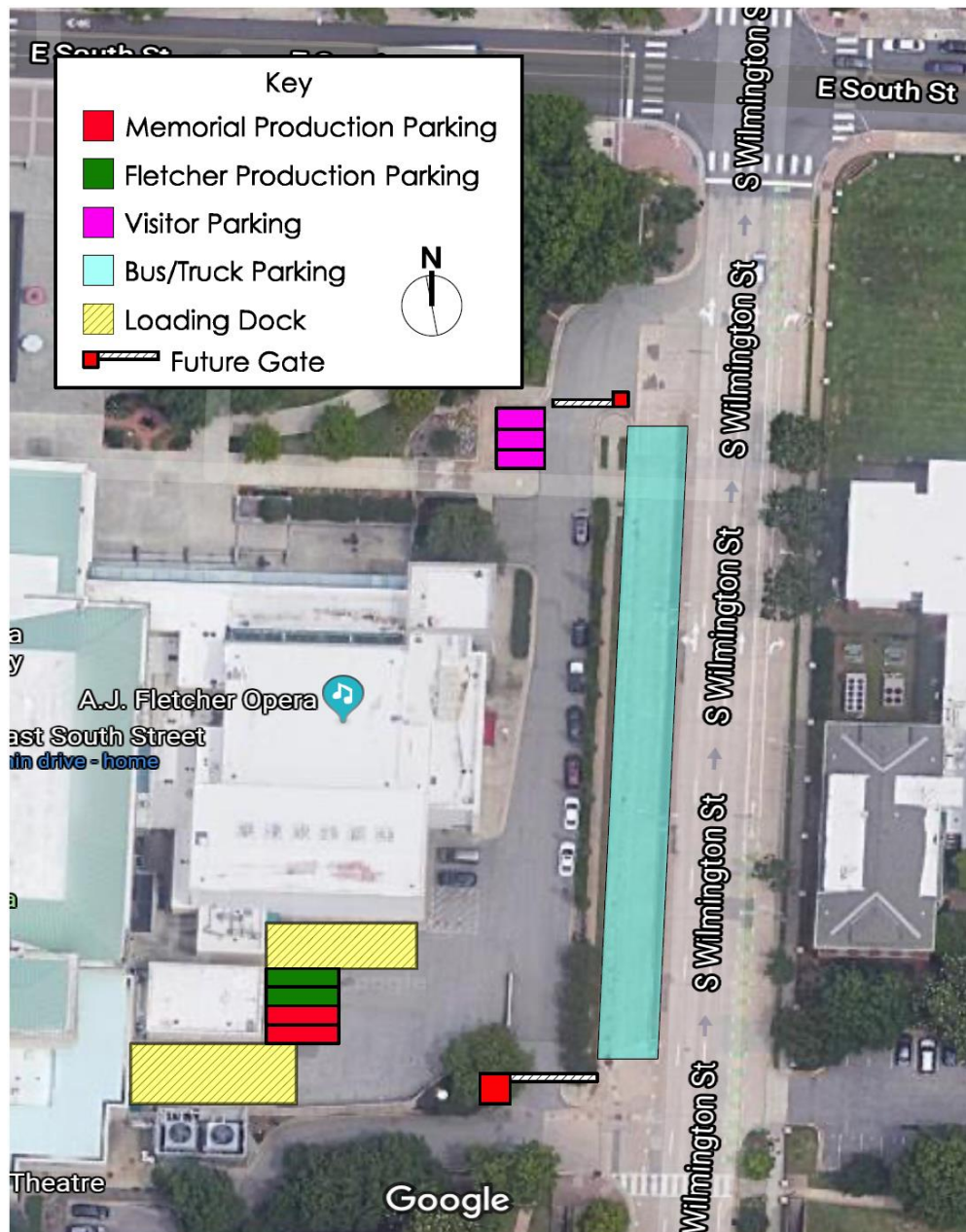


EXHIBIT F – LOADING DOCK ACCESS MAP

