
Technical Staff Manual

University of
Northern Iowa,
School of Music

2023

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In the case of any emergency always call **319-273-2712** immediately.

This is the direct number for UNI Police. Response time will be faster than calling 911.

If you cannot remember this number then call **911**.

Next call Sandy Nordahl the school of music technical director @ 319-404-0734

Expectations

As a member of the UNI School of Music Technical Staff, there are some expectations that need to be followed in order to ensure safety and that the work is completed correctly. It is important to act professional and take the work seriously. Try to approach situations with a positive attitude, and respect your coworkers, performers and audience you are working with.

Arrive at least 10 minutes prior to your assigned shift. You will also be expected to work for the full duration of your shift to ensure that all work for the day is completed and ready to go for the next day. If there is an emergency contact the Sandy Nordahl as soon as possible. If you are sick and unable to work your assigned shift, please contact one of the student supervisors and let them know. It is your responsibility to find your own replacement. Contact the other stagehands and try to find someone to take your shift.

You may be asked to assist with other events or tasks that need to be completed, in which case you will be contacted. At the end of your shift, inform the staff on the next shift that you are leaving if applicable. If you are the last shift for the day or there is not another staff member arriving after you, make sure to lock the door as you leave.

Common Stagehand Terms and Concepts

Set up – Arrange the stage/performance area for rehearsal/performance with proper equipment and according to specific arrangement of equipment, chairs and stands

Strike – To remove all current equipment, chairs and stands form the stage/performance area to either an empty space or to be able to set up for the next event.

Show call – The time for stagehand labor to arrive at the venue, ready to work just before the show. This can be somewhere between 1 hour or 15 minutes for the actual start of the event.

Top of Show – The start of the performance.

Show Blacks – the appropriate dress for all stage personnel to wear when working on or backstage during a performance. Black pants, black shirts, black socks, black shoes, all with none or minimal logo's or designs on clothing items.

Stage Directions

Stage Left, Stage Right, Down Stage, Up Stage, Off Stage and On Stage

The orientation of directions for stagehands and performers are from the perspective of standing onstage looking out at the audience. Abbreviations for these terms are

Stage Left = SL, L, UL (up left) DL (down left)

Stage Right = SR, R, UR (up right) DR (down right)

Center = C, CL (center left), CR (center right)

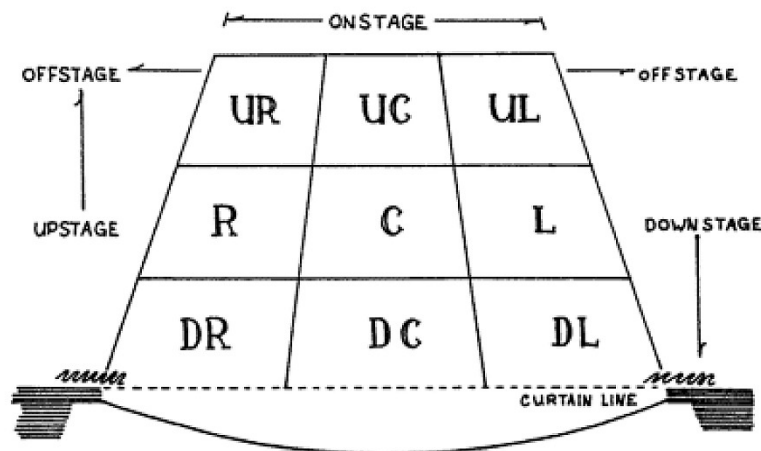
Up Stage = US, UL (up left), UR (up right), UC (up center)

Down Stage = DS, DL (down left), DR (down right), DC (down center)

Off Stage is anywhere off the main performance area. Usually where the audience cannot see the hand or performer. Also known as the Wings.

On Stage is anywhere on the main performance area. Generally visible by the audience.

Only Bengtson Hall has a traditional theatrical curtain line and apron/thrust.



Audience

Davis and Graham halls are more of a Black Box style theatrical venue. But stage directions still apply according to the seating of the audience.

Jebe Hall is unique in its design but is closer to a black box than a Proscenium style theater like Bengtson.

Loose seats – Are seats that not connected permanently to the floor or cart. These can be for performers and audience.



Black music
Chair



Red audience
Chair

Retractable seats – Davis hall has a retractable seating system (bleachers) for audience/classroom seating. This is not frequently used.



Light booth – An area that houses the lighting console that operates lights during a performance.

Davis hall has an enclosed light booth but most of performances can be run from the small architectural panel near the off stage right door.



Bengtson Hall's light booth is not enclosed and sits at the back of the auditorium.

Jebe and Graham do not have light booths or lighting consoles. Only wall controls for room lighting

Dress Code

Dress code will vary depending on the work that you will be doing during your shift. If you are working during a recital, special event, anything with an audience you will be expected to wear all black attire. Including black pants with no fraying at the bottom, comfortable black shoes with a closed toe, black socks, solid black shirt with no patterns, slogans, or other markings.



Basic stage blacks. Shirt can be short or long sleeve.

If there is no event with an audience present during your shift you may wear your work clothes, as long as they will not be a hindrance to your required duties and are appropriate to the workplace.

Production Sheet Procedures

For all student recitals, faculty recitals, guest artist recitals, small ensemble recitals and rental customer performances, the information for setup procedures is included on a production sheet. A production sheet includes a floorplan of the specific room or hall in which the performance will take place, as well as other pertinent information needed for setup such as lighting requirements, event time, contact information, etc (see Appendixes 1-5). The floorplan of the room or hall is used to draw an outline of performer and instrument placement.

During dress rehearsals for recitals and other performances, you will be responsible for creating a production sheet according to the performer's wishes. Production sheets typically are not used for events that do not require a large amount of equipment, such as a lecture.

Production sheets are kept in the Tech Notebook. Sheets that have already been filled out by performers with upcoming recitals should be kept at the front of the notebook in chronological order, followed by blank sheets. If there are any changes made after the production sheet is put into the notebook, these will need to be changed or recorded on the sheet. If you encounter any problems or have any questions while referring to the production sheets, contact the Technical Staff Supervisor.

Basic Setup Procedures

The rooms and halls within the Gallagher-Bluedorn Performing Arts Center and Russell Hall are designed for multipurpose use and host a variety of events each day.

Class Mode

Davis Hall –Chairs and stands as needed. House lights and Rehearsal lights on.

Jebe Hall – Seating set up and directed toward Organ. Main lights on.

Classroom 30 – Chairs set up facing dry erase board, lights turned on.



Graham Chamber Hall/Jazz Studio – Chairs and stands set up according to production sheet, one extra rack each of chairs and stands stored in corner. Lights set to 1.

Bengtson Auditorium – Mostly taken care of by the individual faculty member.

Ensemble Rehearsal Mode

Note: some ensembles rehearse in a different orientation in each space than they do in an actual performance.

Davis Hall –Chairs, stands, and podium set up according to production sheet. House lights and Rehearsal lights on. One extra rack each of chairs and stands stored in corner.

Jebe Hall – Seating set up and directed toward Organ. Main lights on.

Classroom 30 – Set by the faculty or ensemble using the room

Graham Chamber Hall/Jazz Studio – Chairs and stands set up according to production sheet, one extra rack each of chairs and stands stored in corner. Lights set to 1.

Bengtson Auditorium – Set by the faculty or ensemble using the room unless otherwise designated.

Dress Rehearsal Mode

Davis Hall –Piano and other equipment set up according to production sheet, extra seating and stands stored in storage room. House lights and Rehearsal lights on.

Jebe Hall – Chairs, Stands, and Piano set up according to production sheet, extra seating and stands stored. Lights at full.

Classroom 30 – Not normally used for dress rehearsals

Graham Chamber Hall/Jazz Studio – Chairs, Stands, and Piano set up according to production sheet, extra seating and stands stored in storage room. Lights set to 4.

Bengtson Auditorium – Chairs, stands, and other equipment set up according to production sheet, extra chairs and stands stored backstage.

Recital Mode

Recital Mode is very similar to the Dress Rehearsal Mode except with the addition of audience seating and cleaning up the hall.

Setup Checklist

5:15 p.m. (45 minutes to show)

- Lock the doors leading into the hall
- Unlock the Green Room for performer warm-up
- Check the production sheet for the first performance
- Remove extra chairs, stands, and other equipment not needed for the performance
- Sweep the floor
- Set up the seating
- Set the stage for the first piece, using the production sheet as a guide
- Set up the stagehand headset
- Set the lights to Pre-Show Lighting

5:45 p.m. (15 minutes to show)

- Place programs in the stand in front of the hall
- Unlock the doors leading into the hall
- Check in with audio crew to ensure they are prepared and have all necessary equipment
- Confirm setup and performance details with the contact person for the event

5:55 p.m. (5 minutes to top of show)

- All Technical Staff members take places
- Get the performer in place and ready to take the stage
- Set the lights to Show-Ready Lighting

6:00 p.m. (Show time)

- Set the lights to Show Lighting
- Send in the performer

Davis Hall

Venue Specific Details

Audience seating with loose Red chairs

Take the Red seats from the piano storage closet stage left in Davis Hall.



Set up 5 rows of ten chairs with an aisle in the center. Front edge of first row should be at the edge of the pit panels in the floor of Davis.

Retractable Seating (not often used, Tech Director will supervise)



- Get the yellow power cord from the cabinet in the Tech Storage Room. At the bottom of the retractable seating, lift the cover at the very bottom of the seating. Pull out the T bar located near the center of the seating and place in position so that the T is vertical, and the cover is resting on the T bar. Plug the yellow power chord into the outlet underneath the cover at the bottom of the seating. Push and hold the extend button on the power cord until the bleachers are fully extended. Remove the yellow power cord and return it to the cabinet in the storage room.
- Flip down the additional step at the bottom of the aisles on either side of the retractable seating.
- Remove the gates at the top of the stairs on each side of the seating.
- Move additional step set into place at the top of the aisles on each side of the retractable seating.
- Flip out the six side cups located on each side of the retractable seating. Get the handrails from behind the curtains on each side of the balcony level of the hall. Place the feet of the handrails into the side cups and use the power drill to secure three handrails to each side of the retractable seating.
- Flip up each row of seats by lifting the end seat up and pushing back into place until secure.
- Get additional seating from the Tech Storage Room and place on the floor directly in front of the retractable seating.

Davis Hall – Set red loose audience seats out. Generally, with five rows of ten chairs with a aisle in the center. Set lights on touch panel to one of the presets for the recital depending on stage coverage needed.

Jebe Hall – Chairs, stands, and other equipment set up according to production sheet, extra chairs and stands stored. Lights at full unless otherwise instructed.

Classroom 30 – Not used for recitals

Graham Chamber Hall/Jazz Studio – Chairs, stands, and other equipment set up according to production sheet, extra chairs and stands stored in storage room. Lights set to 4.

Bengtson Auditorium – Set up per the production sheet onstage. Lights should be determined in advance with the performers. The lighting console will be used for performances.

Evening Operating Procedures

- Open the green room for the performer to use as a warm-up space
- Set out programs in front of the hall if applicable.
- Check for audio staff member 20 minutes before the performance begins. If there is no audio staff member present, contact Tom Barry immediately at 319-215-9836
- Introduce yourself to the event coordinator/contact person to make sure the event will be ready to begin on time, as well as to check setups

Responsibilities During a Performance

Stagehand

There are typically two stagehands scheduled during a recital. As a stagehand, you will be consulting with the performer between each piece and rearranging the chairs, stands, and other equipment on stage according to the wishes of the performer. Listen carefully to the wishes of the performer and set the stage according to how they would like it to be set up.

Closing Procedures

Every night before closing the halls, you will need to set up for the first event of the following day. After the last event of the day is over, check the setup for the first event taking place the following morning and set up the room according to the production sheet for the event. It is very important to lock all of the doors to every room and hall that you are responsible for.

Building Closing Checklist

Davis Hall

- Check the setup for the following morning
- Set up for the morning
- Lock the storage room and the percussion storage room

- Lock the four doors leading from Davis Hall into the lobby and the two doors that lead from Davis Hall into the School of Music wing

Jebe Hall

- Check the setup for the following morning
- Set up for the morning
- Turn off all lights
- Lock the two doors leading from Jebe into the side hallway and the two doors leading from Jebe into the lobby

Classroom 30

- Check the setup for the following morning
- Set up for the morning class use
- Turn off the lights
- Lock the four doors leading into Classroom 30

Graham Chamber Hall/Jazz Studio

- Check the setup for the following morning
- Set up for the morning
- Turn off the lights by setting to 8
- Lock the four doors leading into the hall

Bengtson Auditorium

- Check the setup for the following morning
- Set up for the morning
- Dim house lights and turn all other lights off
- Lock the four main doors as well as side and back doors leading into Bengtson Auditorium

GBPAC Tech Office

- Leave any notes for the morning Technical Staff member with any special information they may need
- Shut off the lights and lock the doors to both the Russell Hall and GBPAC offices

Student Technical Staff Office

Office #80 is the student stagehand tech office. It is available for your use. Storing personal bags, instruments, etc. in the office is acceptable, but all of these items should be stored underneath the desk at all times. It is highly suggested that if you store personal items in the

office during your shift that you keep it locked to prevent your items from being stolen. For each class that needs to be set up, you are required to arrive at least 20 minutes before the start of the class to allow for setup.

Chair and Stand Handling

Along with treating chairs and stands with care while setting up, there is a specific way that the chairs and stands need to be stored. Chairs and stands should be stored in the side storage room of Davis Hall (labeled “Piano storage”) at all times when not in use.

The stands should be placed in the stand storage rack and should not be left around the storage room, as space is limited. Chairs should be placed on the chair storage carts at all times, with 12 chairs stored on each cart. The chairs should be placed on their backs, with the back of the chair resting on the longer end of the storage cart. When lifting chairs or stands be careful not to overexert yourself by lifting more than you can handle. One chair at a time is best.

Ensembles

Setups for ensembles should begin 30 minutes prior, if possible to the beginning of the rehearsal. Each ensemble that rehearses regularly in a specific hall should have a production sheet that can be used during setup, just as in class setup. Specific setup details, including equipment needed, will be included on this production sheet.

Complete the setup for ensemble rehearsals as quickly as possible to ensure that the members of the ensemble as well as the director have time to prepare themselves for the rehearsal.

Piano Handling

As a member of the Technical Staff, you are expected to assist with the care, placement, and proper storage of pianos. Pianos should always be covered when not in use or when they are being moved significant distances or room to room. Even if a piano has a cover, there should **never** be any items placed on any of the pianos. There should be no food or drink near the pianos, and it is your responsibility to remind performers of this.

When moving a piano, the bench should always be carried separately. It is preferred that the piano be moved with a cover on, if provided. There should always be at least two people moving a piano, preferably three. Pianos should be moved by placing hands underneath the piano and pushing or pulling on the undercarriage, never the top or sides. Moving a piano using the top or sides could result in damage to the hinges or hip curvature of the piano.

Each performer will have a choice of whether they would like the piano lid fully raised (with full stick), partially raised (with half stick), or closed. It is your responsibility to take note of these preferences in order for the piano lid to be placed in the correct position. When lifting the

piano lid, make sure the hinged section of the lid (closest to the keys) is flattened. Underneath the lid you will see a small indentation, which is where the stick should be placed.

Harpsichord Handling

On occasion, you will be required to move the harpsichord from its storage location into another venue. Like moving pianos, there should always be at least two people moving the harpsichord, preferably three. The harpsichord should be moved very carefully. It is a highly delicate instrument and can very easily be detuned when mishandled. Before moving, check the stability of the harpsichord on the cart. When not in use, the harpsichord should be stored in Jebe Hall.

Ensemble Rehearsals

Dress Rehearsals

Before a student or faculty member performs a recital, they will have a dress rehearsal to finalize all of the details of the hall setup. As a member of the Technical Staff, it is important to pay very close attention to setup details decided during the dress rehearsal. You will need to bring a blank production sheet with you to the dress rehearsal so the setup details decided at the rehearsal can be recorded. You will be expected to remain in the hall or within close proximity in order to assist with the setup during the rehearsal. It is very important to write down all decisions or changes made to setup on the production sheet for the event so that setup for the actual event will run as smoothly as possible. The hall or room should be set up in Dress Rehearsal Mode with specific setup details being finalized during the dress rehearsal.

Recitals

There are a multitude of student and faculty recitals that take place each year, as well as guest artist recitals. Technical Staff members are required to assist with recitals held in the GBPAC and Russell Hall. The halls or rooms in which the recital takes place should be set up in Recital Mode. Refer to the production sheet for each recital to check specific setup details. To see specific details about preparing for a recital.

Ticketed Events

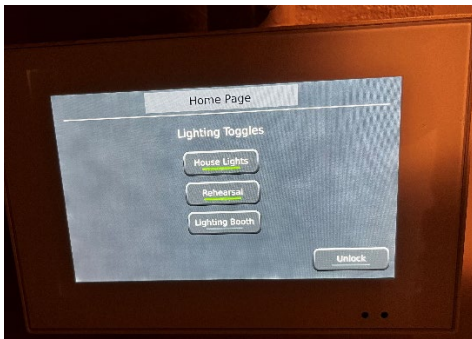
The tasks expected of Technical Staff members while preparing for ticketed events vary from other events hosted by the School of Music. The Gallagher-Bluedorn will provide ushers and a house manager for all ticketed events, and UNITIX will set up for the event as well as provide ticket staffing and equipment. School of Music Technical Staff members are only responsible for setting up the ticketing table as well as providing the programs that have been placed in the technical staff office. For ticketed events held in Bengtson Auditorium, a designated member of the Technical Staff will need to bring the programs from the GBPAC tech office to Russell Hall.

Stagehand Headset

The stagehand headset is used for communication between the stagehands and the staff member in the lighting/audio booth. The headset can be turned on using the wall switch outside of Davis Hall.

Lighting

The lighting in Davis Hall can be changed in two locations: the light switch next to the side door leading into the SOM wing and in the lighting booth. The light switch next to the side door controls most common light settings needed.



There are presets that can be used to light most events. All other lights can be controlled from the lighting booth. Before using the board, it will need to be turned on using the switch on the back of the panel.



Contact Sandy if the light board is needed.

- Pre-Show Lighting – House lights set to Full
- Show-Ready Lighting – House lights dimmed to 20%.
- Show Lighting – House lights out, Preset .

Teardown

- Replace additional seating on racks and store in storage room.
- Remove handrails and strike retractable seating if used.
- Strike all equipment and stage chairs and stands.
- Clean up trash and sweep floor.
- Turn off projector if it was used. Raise screen.
- Turn off all lights and lock doors

Jebe Hall

Venue Specific Details

Seating

The chairs in Jebe Hall can be moved into various setups that are required for different types of performances. Extra chairs should be stored off to the sided of the hall. The performer or contact person for specific events will specify which direction the seating should be directed. Refer to production sheets for various events to view chair placement.

Stagehand Headset

There is no headset used for recitals in Jebe Hall.

Lighting

The two lights you will need to control in Jebe are the house lights and the wing lights. Both of these lights can be controlled by the light switch panel near the side door of Jebe.

- Pre-Show Lighting – House lights turned on.
- Show-Ready Lighting – Wing lights turned on.
- Show Lighting – Wing lights on, house at full.

Teardown

Piano should be returned to storage location.

Bengtson Auditorium

Venue Specific Details

Seating

There are no additional audience seating requirements for Bengtson Auditorium.

Stagehand Headset

See *Stagehand Headset* under Davis Hall Venue Specific Details on page ____.

Lighting

Graham Chamber Hall/Jazz Studio

Venue Specific Details

Seating

The chairs in Graham Chamber Hall and the Jazz Studio can be moved into various setups that are required for different types of performances. Extra chairs should be stored in the storage room in the hall. The performer or contact person for specific events will specify how the seating should be set up. Refer to production sheets for various events to view chair placement.

Stagehand Headset

There is no headset used for recitals in Graham Chamber Hall or the Jazz Studio.

Lighting

The light settings you will need to be familiar with for Graham Chamber Hall and the Jazz Studio are 1, 4, and 8. Setting 1 turns all lights on, 4 lowers the house lights, and 8 turns all lights off.

Pre-Show Lighting – Lights on setting 1.

Show-Ready Lighting – Lights on setting 1.

Show Lighting – Lights on setting 4.

Emergency Plan

In the case of any emergency always call 319-273-2712 immediately.

This is the direct number for UNI Police. If you can remember call this number first instead of 911. Response time will be faster than calling 911. If you cannot remember UNI Police Dispatch number then call 911.

Next call Sandy Nordahl the school of music technical director @ 319-404-0734

Fire/Medical/Power Outage/Bomb Threat/Suspicious Person or Activity

Immediately call 3-2712

Or

911

Fire

In the case of a fire during a performance, rehearsal, or other event it is important to evacuate the building immediately to prevent anyone from getting injured or becoming trapped in the building as the fire spreads. If a fire has been reported, a fire alarm has been pulled, or you see smoke or flames you must act immediately. Even if you think there may not be a real fire or it is a false alarm, evacuative actions must still be taken. You may make attempts to contain the fire if possible, but you should not risk your own safety to do so. Pull the nearest fire alarm immediately and call the fire department. If there is an event, stop the performance and make the following announcement:

“A fire has been reported in the building. Until the nature of the emergency is discovered please exit the hall calmly and head toward the nearest exit, staying away from the proximity of the building. Further directions will be given to you there.”

If you feel comfortable, Technical Staff members as possible should help the audience exit the building through the nearest exit. Only when Police or the Fire dept. says it is safe may you return to the building. The performer may choose whether or not he or she would like to continue, after consulting with the private instructor or event coordinator.

If there is a following performance that will still be taking place, the performer may need to shorten the remainder of the recital to allow for the next performance to start as scheduled.

Tornado

During your assigned shift, the weather may become very bad and create a possibility of tornadoes. If you notice the weather becoming dangerous to the point that a tornado may develop, it is very important to begin monitoring the weather by weather app on your phone or a computer.

There are two different types of tornado weather alerts to keep in mind, a watch and a warning. A tornado **watch** recognizes that there is potential for tornadoes in the area, and that weather conditions are favorable for the development of a tornado. If there is a tornado watch in effect, it is not necessary to seek shelter but continue to monitor the weather radio in the case of a tornado warning taking effect.

A tornado **warning** signifies that a funnel cloud or tornado has been indicated by radar, and that everyone in the area should seek shelter immediately.

If you have been informed of a tornado warning, it is very important to remain calm. The audience is relying on you to direct them to a safe area. Your first step should be to make the following weather emergency announcement:

“At this time a tornado watch is in effect for the University of Northern Iowa. We are directing everyone to the nearest tornado safe area until the threat has passed. Please exit the hall in a calm and orderly fashion, and follow the directions of the stagehand to a safe area.”

After the announcement has been made, the stagehand should use the following evacuation routes based on the building and hall in which the event is taking place:

GBPAC

Davis Hall – Exit through the side doors and direct everyone to their left down the hallway. Go to the basement via the stairway on the left-hand side of the hallway. Secondary options are the restrooms, closets, stairwells, or other small rooms away from windows.

Jebe Hall – Exit through the side doors and direct everyone to the stairway, to the right and across the hall. Secondary options remain the same as those for Davis Hall.

Russell Hall

Graham Chamber Hall – Exit through the hall and direct everyone downstairs to the practice room area. Secondary options are the restrooms, closets, stairwells, or other small rooms away from windows.

Bengtson Auditorium – Exit the hall through the nearest exit door and direct everyone downstairs to the practice room area. Secondary options remain the same as those for Graham Chamber Hall.

After everyone has arrived in a safe area, continue to monitor the weather radio until the tornado warning has been lifted. Contact UNI Police to confirm it is safe to leave the shelter and return to the event. The performer may choose whether or not he or she would like to continue, after consulting with the private instructor or event coordinator.

If there is a following performance that will still be taking place, the performer may need to shorten the remainder of the recital to allow for the next performance to start as scheduled.

Accounting for Employees

Once everyone has been evacuated, all members of the Technical Staff on duty during the emergency should get in touch once a safe area has been reached. In the case that a member is missing or does not appear to be present, the authorities handling the situation should be informed if possible.

Building Hours

Office hours for both the Russell Hall and GBPAC offices are 8 a.m. to 5 p.m., Monday through Friday. The buildings will both be unlocked from 8 a.m. until Midnight. This allows

audience members to attend events after office hours, as well as for students to be able to practice in these buildings in the evening.

Cancellations/Events Calendar

On occasion, an event may be postponed, moved, or cancelled. In this case, it is your responsibility to post a sign on the door of the hall in which the event was originally scheduled. Some members of the general public may not be aware of the change, and ask why the change was made. If you encounter an upset or questioning person, explain to the best of your knowledge the situation at hand and apologize for the change.

If a person has questions about other events taking place in the future or the date of a rescheduled event, refer them to the UNI School of Music events calendar online at www.uni.edu/music/events/index, or by visiting www.uni.edu/music and clicking on the Events Calendar link on the left-hand side of the page. If you have the time and are able, you may choose to access and computer and check an event for the person.

Handling Complaints

On occasion a guest, visitor, or other person may be upset about an event being moved or cancelled, a parking issue, or another situation. In this case, the person may choose to confront you about the situation. When faced with a complaint or upset person, you must remain calm and composed. It is best to apologize for any inconvenience and answer any questions to the best of your ability.

When in doubt, refer the upset person to another more knowledgeable staff member or faculty member who may be able to offer more assistance. Keep in mind that you are representing the School of Music and should act professionally in such circumstances.

Recording Equipment and Electronic Devices

Audience members during recitals and other performances are not permitted to record or use flash photography. If there is a person attempting to use electronic equipment during a performance, please remind them of the policy and ask them to turn off electronic equipment.

The use of cell phones for talk or text is prohibited during a performance. Cell phones are allowed in the performance hall on vibrate or silent only for the purpose of accessing online programs.

Late Arrivals and Unruly Audience Members

If a guest arrives late to a performance, it is proper etiquette to wait until the end of a piece to enter the hall. If you encounter a person outside of the hall during the performance, please remind them of this. If there are unruly or loud audience members during a performance, first ask them to please quiet down or they will be asked to leave. If the problem persists,

approach the persons in question and inform them that they will be escorted out of the auditorium at the end of the piece. Once the piece has ended, escort the unruly guests out of the auditorium. If a guest has a small child that is crying or otherwise disrupting audience members, ask the parent or guardian to leave the auditorium until the child stops crying or agrees to behave appropriately.

If the audience member is unwilling to comply with your instruction please call UNI Police for further assistance. Stopping the performance with the agreement of the faculty member that is onsite is also a way of forcing the person to comply or leave.

Persons With Disabilities

If there are guests with disabilities, you should assist them in entering the hall and finding an accessible seat. In Davis Hall, Graham Chamber Hall, the Jazz Studio, and Jebe Hall, there is ground seating available in the front of the seating area that will accommodate a disabled person or a person in a wheelchair.

In Bengtson Auditorium, there is a designated area that will accommodate up to six wheelchairs in the rear of the auditorium. If more space for wheelchairs is needed, there is more space in the front of the auditorium that can accommodate wheelchairs.