

# Venue Information/ Stage Management

## Dressing Rooms

Located on the 1<sup>st</sup> and 2<sup>nd</sup> floors in the Actors Block off-stage left. 10 dressing rooms accommodate a total of approximately 60 performers. Each room is equipped with mirrors, make-up lights, sinks, showers, toilet facilities, rolling racks, audio show relay and paging.

### 1<sup>st</sup> Floor Dressing Rooms

Rm#	Capacity
1	4
2	2
3	4
4	6

### 2<sup>nd</sup> Floor Dressing Rooms

Rm#	Capacity
5	4
6	14
7	16
8	4
9	4
10	4

**Production Office:** A Production Office is available for road crews in the Actors block next to the stage door. It has two (2) phone lines and wifi internet access.  
(562) 916-8503/ 8504

**Green Room:** Located on 1<sup>st</sup> Floor Actors Block Off-stage left. Equipped with chairs, sofa, restrooms, show audio and video monitors, page. Capacity for 5-20

**Staff Kitchen:** Located on the 1<sup>st</sup> floor off-stage left. Equipped with sink, refrigerator, microwave, ice machine, vending machines, coffee machine, and hot water. In house hospitality kitchen adjacent to Green Room.

**Rehearsal Room:** There are no rehearsal rooms available on site. Please contact the Technical Director for assistance in finding a local rental hall.

**Handicapped Access:** All Dressing rooms and stage are wheelchair accessible. Tech booth has wheel chair lift. DR #10 & #2 have accessible shower and toilet.

## Load-in

**Stage door/artist entrance:** Southwest side of building. Enters into dressing room area.

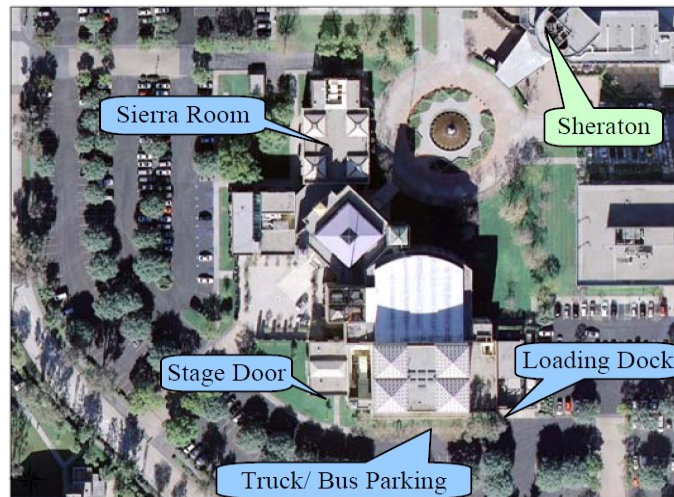
**Loading dock:** Southeast corner of building.  
(see map below and pg. 5)

**Dock bays:** 2 - 45' Long, 48" h sunken loading bays with leveling plates.  
1 - 45' long ramp.

Outer loading door from dock to shop: 13' 8" W, 13' 8" H.  
Inner loading door from shop to stage: 14' 9" W, 19' 10" H.

**Load-In Path:** From trucks, equipment makes a 90 degree turn through loading door, through scene storage area and into theater from the stage right side. "In-the-round" configurations (Arena, Concert, Cabaret) place significant restrictions on loading in large items (5' 10" W x 6' 10" H or 4' W x 8'-5" H depending on access- See page 11 below) because inside loading door is blocked by seating towers. Please consult with Technical Director regarding dimensions of equipment to be loaded-in.

**Freight Elevator:** Available to the Basement (orch pit), 1<sup>st</sup> & 2<sup>nd</sup> floor Actors block



## Truck/ Bus Parking



## Loading Dock Doors

## Parking

**Truck parking:** May leave trailers up to 50' long in bays with tractors attached, yet max. length allowing bay doors to close is 44'.

**Buses and cars:** May park in lots to south side of building. No parking passes required. CCPA lot is open and free to the public.

Contact Technical Director to reserve parking spaces for overnight truck or bus access.

## Wardrobe

**Wardrobe room:** Located on 2<sup>nd</sup> floor in Actors Block off-stage left. Equipped with sink and the following:

**Washing Machines:**

3 Commercial Washers,  
4.5Cu.ft capacity

**Dryers:**

2 Maytag Commercial Dryers, 30lb capacity

**Steamers:**

3 Jiffy J-3 Commercial Steamers

**Irons & Boards:**

2 Irons and Boards

**Rolling Costume Racks:**

10-12 Available

**Nearest Dry Cleaners:**

Martell's Cleaners  
12025 South Street  
Artesia, CA  
(562) 865-2266  
[www.martellscleaners.com](http://www.martellscleaners.com)

## Stage Managers

**Console:** Located stage left. Equipped with headset communication, desk light, house light controls via Unison panel, work light controls, back stage page microphone video monitor and audience recall chime control.

**Policies:** Standard Crew Show Call 1.5 hrs prior to curtain. Lobby opens 1hr prior. House opens 30min prior.