



ADVANCE INFORMATION FOR TECHNICAL CREWS WASHBURN HALL

The following information is to aid technical crews loading in or out of Mechanics Hall. Enclosed you will find:

1. Directions
2. Washburn Hall Diagram
3. Audio Visual Information
4. Light and Sound Specifications

Please note that Washburn Hall is not a proscenium theater. It is a multi-purpose hall located on the second floor of a historic building. The room is ideal for business meetings, breakfast, lunch, or dinner meetings, parties, and for refreshments during intermissions for events taking place in the Great Hall on the third floor.

1. **TRUCK ARRIVAL:** The loading dock to Mechanics Hall is located off a narrow downtown street (Waldo Street). To get to the loading dock, tractor trailers must back down Waldo Street approximately 200', then blindside into the loading dock. During normal business hours this can be extremely difficult due to traffic and parked cars. It is therefore recommended that the tractor trailers arrive at 7:00AM (Monday – Friday) regardless of scheduled load-in time. Straight trucks generally have no problem backing into the loading dock in the normal manner.
2. **LOAD-IN TME/STAGEHAND REQUIREMENTS:** Equipment delivered to our dock is loaded onto a 9' x 9' elevator for transport to the second floor. Mechanics Hall does not provide equipment for load-in or out. Stage-bound equipment must then be carried up the stage stairs or lifted onto the 3' high stage in Washburn Hall. Dressing rooms are on the 2A level for the building, and are serviced by the freight elevator. Wardrobe trunks are typically left there. Please note: Mechanics Hall does not provide any labor for the handling of equipment during the load-in, the performance, or the load-out. Load-in and load-out and stagehand crews may be hired through Mechanics Hall, if needed.
3. **SOUND CHECK/DOOR OPENING:** All sound checks/rehearsals must be completed at least one hour prior to scheduled performance times (e.g. 7:00PM or an 8:00PM performance). House opens at 7:15PM.

Upon arrival, the technical crew should report to the Administrative Office, located on the first floor of the building. A representative of Mechanics Hall will provide a brief tour of the venue to help facilitate the load-in and familiarize you with the dressing room, bathroom, and storage area locations as well as emergency exits.

For specific questions regarding sound, lighting, and A/V equipment for Washburn Hall, please contact Joseph Chilorio, Mechanics Hall's Technical Director at 508-752-5608 x249.

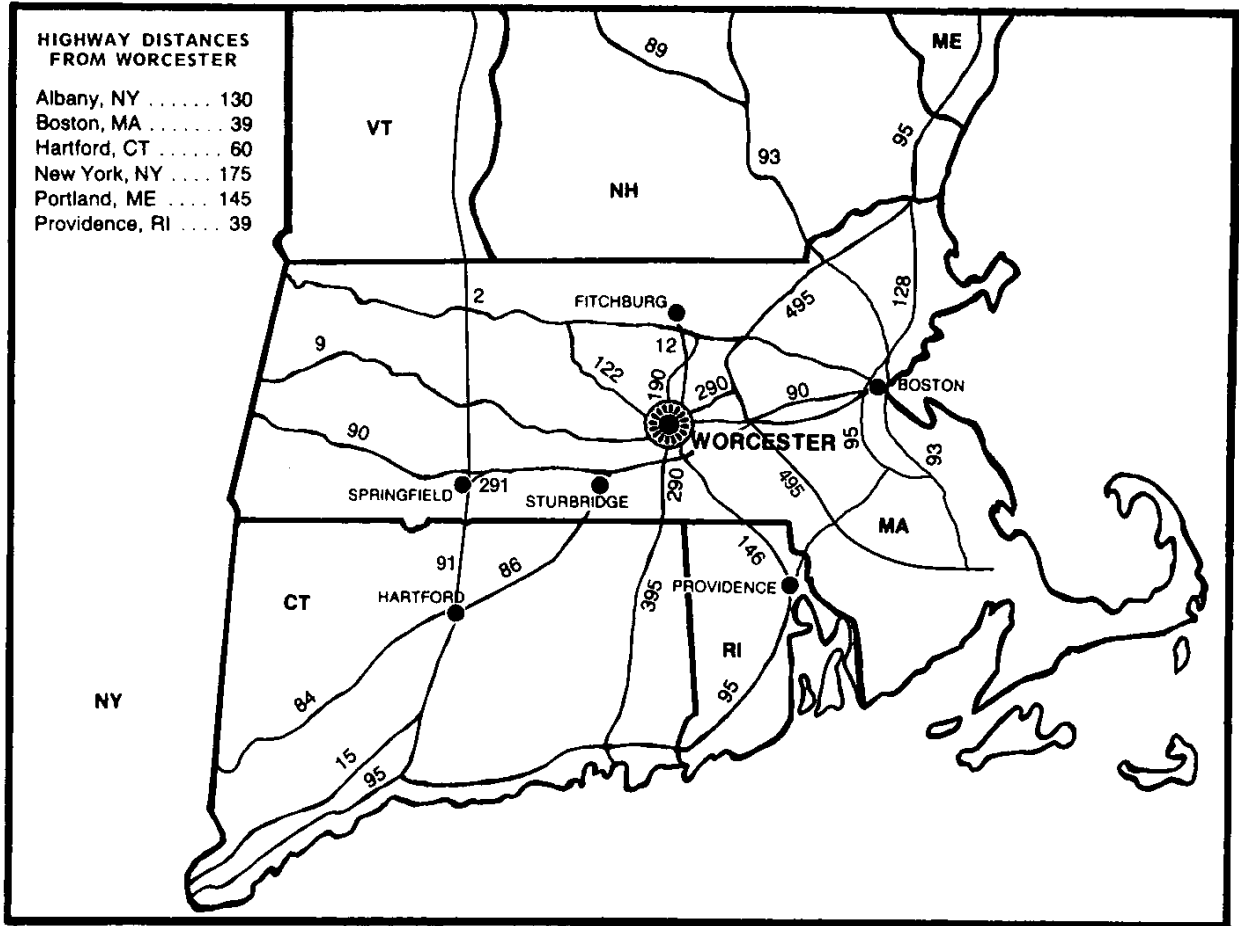
We thank you in advance for your cooperation. I look forward to working with you.

**ADVANCE INFORMATION FOR TECHNICAL CREWS
WASHBURN HALL**

Table of Contents

	Page Number
Map and Directions for Mechanics Hall	3
Map of Downtown Worcester	4
Theater Style Floor Plan of Washburn Hall	5
Sound System Description	6
Audio-Visual Facilities	6
Stage Lighting System Description	6
Sound & Lighting Diagram	7
Diagram of Washburn Hall Stage with Dimensions	8

LOCATOR MAP FOR MECHANICS HALL



FROM BOSTON

Massachusetts Turnpike (Route 90) West to Exit 10 to Auburn to Route 290 East.

FROM SPRINGFIELD/NEW YORK

Massachusetts Turnpike (Route 90) East to Exit 10 to Auburn to Route 290 East.

FROM RHODE ISLAND

Route 95 North to Route 146 North to Route 290 East.

FROM HARTFORD

Route 91 North to Massachusetts Turnpike (Route 90) East to Exit 10 to Auburn to Route 290 East.

FROM NEW HAMPSHIRE

Route 93 or Route 3 South to Route 495 South to Route 290 West.

FROM MAINE/NEW HAMPSHIRE

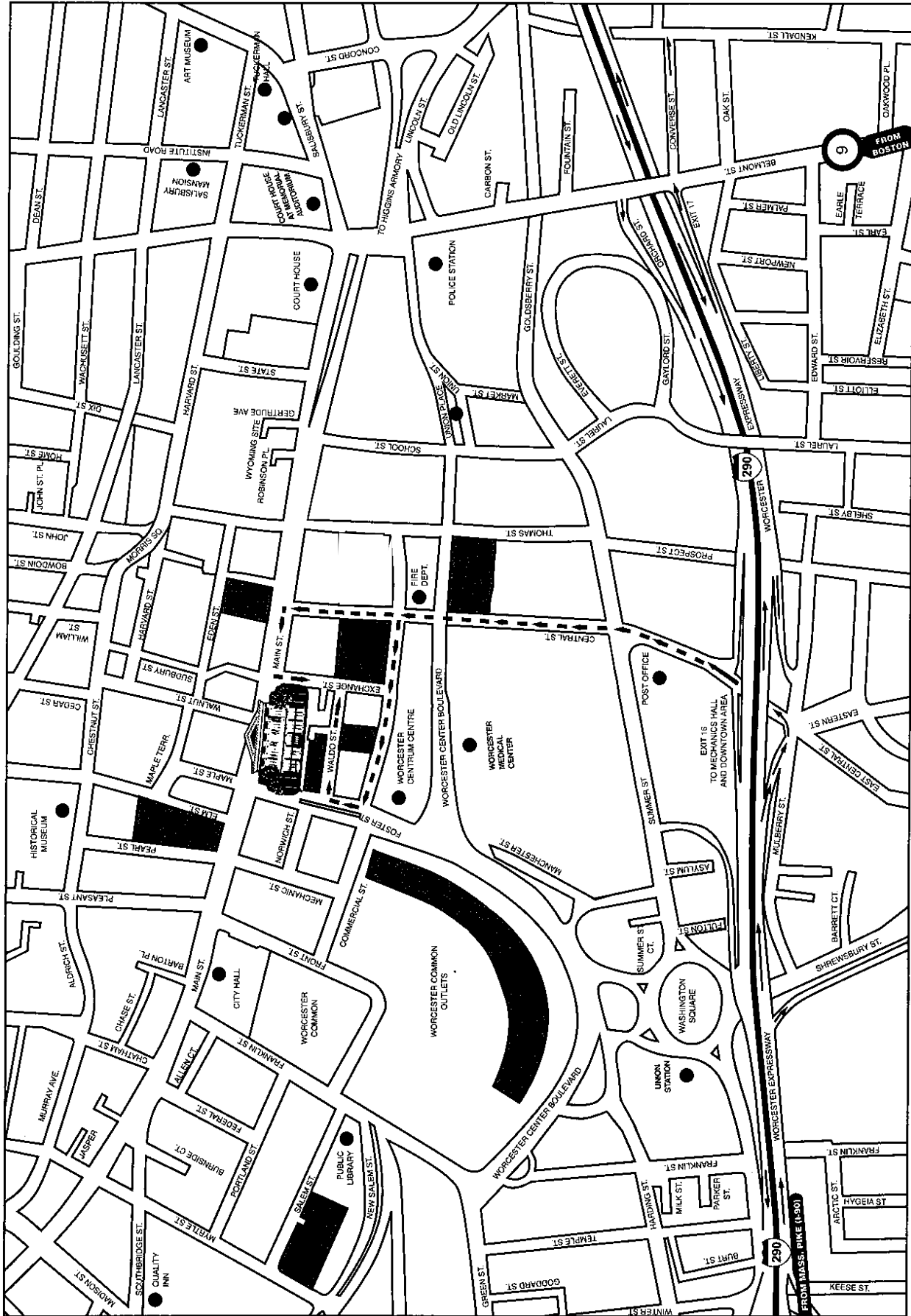
Route 95 South to Massachusetts Turnpike (Route 90) West to Exit 10 to Auburn to Route 290 East.

FROM VERMONT

Route 91 North to Massachusetts Turnpike (Route 90) East to Exit 10 to Auburn to Route 290 East.

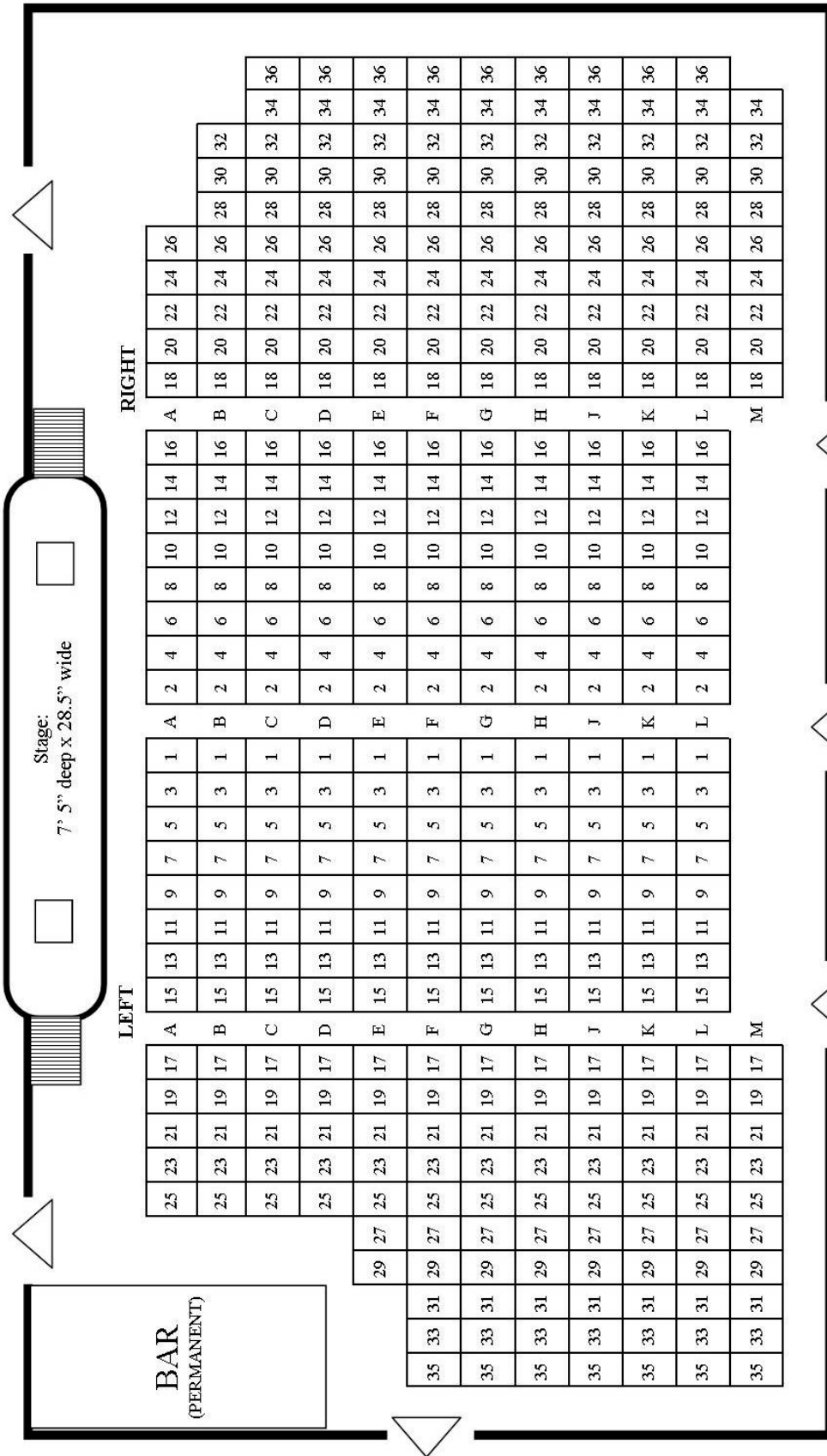
FROM ROUTE 290

Route 290 to Exit 16, MLK Blvd. From 290E, turn left onto MLK Blvd; from 290W, turn right. At Main Street, turn left. Mechanics Hall is at 321 Main Street, on the left.



Downtown Worcester

■ Parking



Washburn Hall 2nd Level

Full Seating Capacity: 385

North and South sections are flared

Seating is represented at maximum capacity. 1 stage extension can be added to give an additional 4' in depth to the stage. Subtract appropriate number of seats for stage extension, beverage service, and sound equipment.



SOUND SYSTEM DESCRIPTION

Washburn Hall is equipped with a permanently installed distributed sound system using 22 recessed, ceiling mounted loudspeakers to uniformly cover all seating areas. Receptacles for microphones are installed on the stage, south wall, and rear wall, for convenient connection of microphone cables. Up to six microphones and two line-level inputs may be used simultaneously. An optional 12 channel mixing console is available for use in the room for more complicated events. Facilities for background music (Musak or CD player) and recording are also provided. A remote volume control permits unobtrusive adjustment of sound system volume from the rear of the hall. An output receptacle to feed radio and television reporters' equipment is also located at the rear of the Hall. A variety of microphones, floor stands, desk stands, podiums and lecterns, and cords are available. Up to four wireless hand-held or lavalier microphones are available for use. For the hearing-impaired, wireless FM receivers with headphones are available. A two-channel stage monitor system with up to 4 stage monitor loudspeakers is also available for on-stage use.

AUDIO-VISUAL FACILITIES

Washburn Hall has two projection screens available on the stage and one portable screen for video and PowerPoint presentations. A 10' x 10' retractable screen is built into the ceiling area over the stage and is electrically operated. A 14' wide x 8' high front screen is located behind the stage curtains for widescreen presentations of movies or presentations in the 16:9 format. The portable screen measures 5' x 5' and can be placed in multiple locations around the room.

Two video projectors are available for use in Washburn Hall. A 2500 lumen LCD data/video projector for use on a cart closer to the retractable screen or for use with a portable screen. A short throw LCD projector is available for use with the 14' x 8' screen.

Available accessories include: DVD players, video recorders, video camera, 40" flat panel LCD TV/monitor, TV's and carts, laptop, power extension cords and A/V cords, and remote controls as needed. Sound from video or PowerPoint presentations may be connected to the Hall's sound system for more even sound coverage.

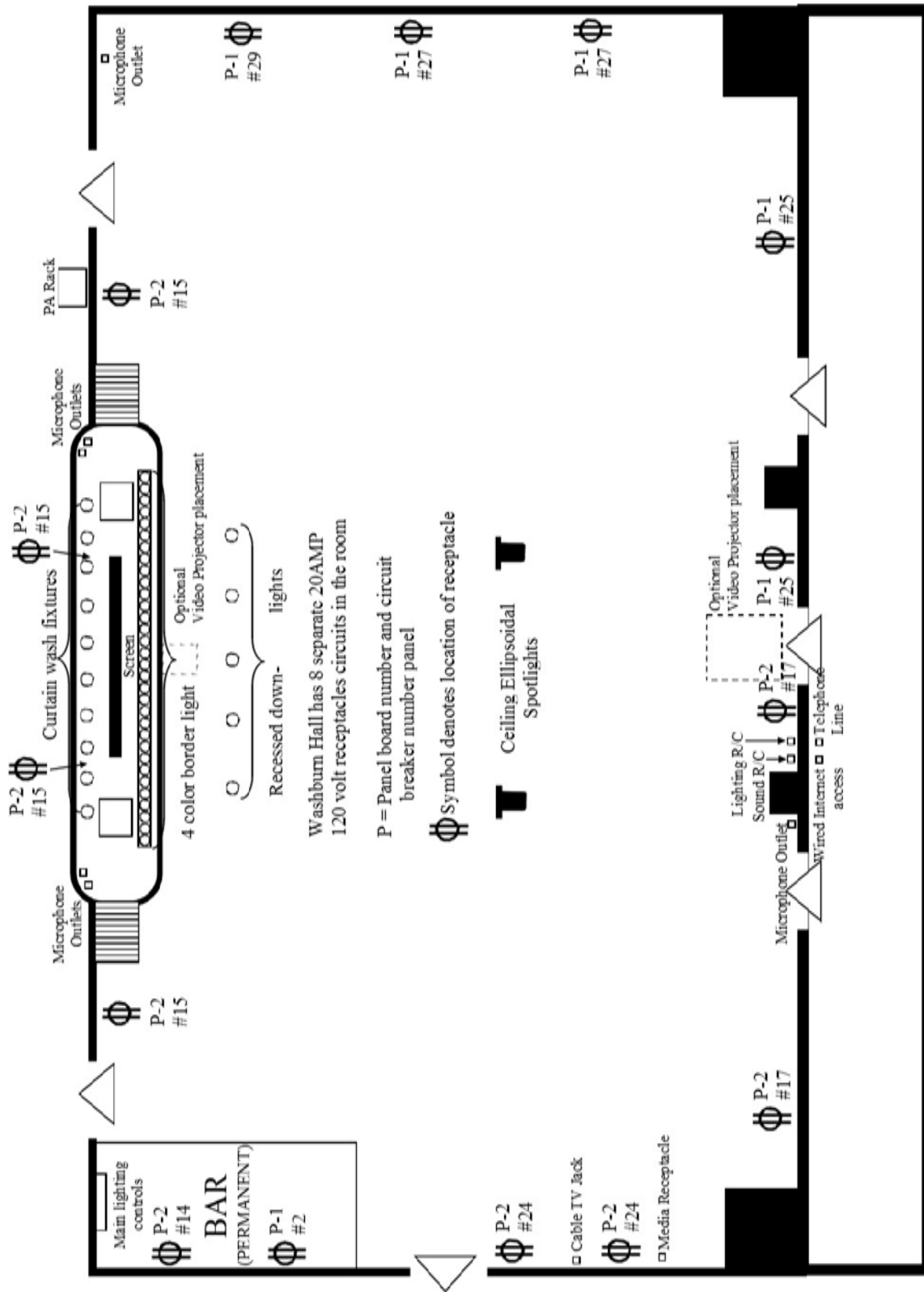
An experienced in-house A/V technician is available to setup and run all equipment.

STAGE LIGHTING SYSTEM DESCRIPTION

The lighting system in Washburn Hall combines the ambiance of the Victorian "gaslight" era with flexibility of control for stage and accent lighting. Ten period chandeliers provide overall lighting; quartz downlighting accents head-table areas, buffet tables and bar. The stage is illuminated with a combination of curtain-wash fixtures, four-color border light downlighting, and up to four ellipsoidal spotlights for frontal lighting. A computer-controlled dimming system permits many different combinations of settings to suit the mood of the event. A remote dimming panel at the rear of the Hall permits convenient control of all lights.

Up to 16 wireless LED RGDW uplights are available for color accents on the walls or stage of the room.

Sound and Lighting Diagram



Washburn Hall 2nd Level

Stage dimensions are 7' 5" deep by 28.5' wide. 1 stage extension can be added to give an additional 4' in depth to the stage.

Washburn Hall Stage Dimensions

