

Public Performances at the Dragon Theatre

A simple look at our [brochure](#) will give information on equipment that will be available to you as well as pictures of the stage and general dimensions. Below is a little more information that may help you plan your event. After looking through both please contact rentals@dragonproductions.net if you have any further questions or concerns.

Start and End Times

Please keep in mind that both start times and end times in your contract are intended to include all load in, show prep, and cleanup. Any time used over your contracted time that is greater than 15 min in either direction will result in a bill being sent out following your rental. This is to ensure that any rental following or preceding yours will get their contracted time as well.

Technician Responsibilities

You will be provided a technician for your public performance. They are contracted to arrive when you do and are the last ones to leave the building with you. They are well versed in where to find light switches, extra chairs and tables, and can help focus and hang lights (pending inventory). Above all they are trained and able to run stage lights, sound, and media for rehearsals, wet techs, and performances.

Stage Etiquette

As we are a producing house, we may be in the process of building, painting, and hanging new lights throughout our rentable times. This may mean that you will have access to different lighting from one rental to the next as well as having different levels of partially or fully completed sets to work with. All rentals will have access to our rep plot which gives a general white wash of the stage as well as able to block out a few sections at a time. By about one month prior to opening of our shows we should be able to provide renters with information on what a set will look like and within a week of the rental we can give details about what state it will be in during your rental time. We cannot guarantee what state the set will be in during your rental, and we may be building or painting up to the point of your rental. We do guarantee that the stage will be usable by the time of your rental. If you have any questions about this please contact Josiah—the rentals coordinator—and he can go over more detail with you.

Renters may:

- Remove movable set pieces from the stage (*only with prior approval from technician or rental coordinator*).
- Pull the mid-stage curtain (to cover any undesired set pieces).
- Cover a set piece with a **renter provided** curtain (*only with prior approval from technician or rental coordinator*).

Renters may not:

- Remove or use anything on the stage without prior approval from your technician or rental coordinator.
- Remove anything from the stage that is bolted in place.
- Paint anything on the stage.
- Leave props or sets on the stage without prior approval from the rental coordinator.

Renter Responsibilities

Renters are expected to fill the following positions in order to ensure that they have a smooth performance. Renters do not need to have a separate person for each position, but simply know that these positions are not covered by the Dragon assigned technician.

House manager:

- To collect ticket money, check patrons off of a guest list, and to give any pertinent information to your patrons upon arrival.

Concessions Personnel:

- To collect concessions money, make change, and staff the concessions stand.

Backstage Help/Stage Manager

- Any personnel helping with quick changes, set changes, or who needs to communicate with the Dragon assigned technician from backstage.

Beyond these positions, it is also the renter's responsibility to create any ticketing system and advertisement for their show. Dragon can set up tickets for the renter with Dragon's box office agent per availability and additional cost. Dragon can also include a blurb and promo picture that the renter has created on their website under "upcoming rentals" section at no additional cost. No Dragon provided advertising is guaranteed, however.