ZOELLNER
ARTS CENTER • LEHIGH UNIVERSITY

420 East Packer Avenue, Bethlehem, PA 18015-3179.

Zoellner Cabaret on Baker Hall Stage
Technical Information Package
**Facility Description:** The Zoellner Arts Center, a division of Lehigh University’s College of Arts and Sciences, is a 23-year-old arts center housing four resident departments: Lehigh University Art Galleries, the Departments of Music and Theatre, and Administration. All building resources are shared among these four departments. There are three performance spaces: Baker Hall, a 940-seat concert/proscenium stage; Diamond Theatre, a 3/4 thrust stage seating 307; and the Fowler Black Box Theatre, a small multi-configuration space.

**Zoellner Cabaret’s** take place on Baker Hall’s stage. A secondary stage and all audience seating is placed upon the stage. Usually there are no audience members seated in the auditorium seats.

**Table of Contents** - Titles link to indicated section

- Key Staff & Contact info........................................ Page 3
- Seating....................................................................... Page 3
- Stage Dimensions...................................................... Page 3
- Lighting ................................................................. Page 3
- Audio........................................................................ Page 3
- Intercom..................................................................... Page 3
- Dressing Rooms........................................................ Page 4
- Loading Dock............................................................. Page 4
- Internet Access.......................................................... Page 4
- Drawings
  - Audio Inventory..................................................... Page 5
  - Loading Dock......................................................... Page 6
  - Dressing Rooms..................................................... Page 7
  - Ground Plan.......................................................... Page 8
1. Key Staff:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Administrative Director</td>
<td>Phillip Clauser</td>
<td><a href="mailto:pjc3@lehigh.edu">pjc3@lehigh.edu</a></td>
<td>610-758-5323</td>
</tr>
<tr>
<td>Production Manager</td>
<td>Joshua Kovar</td>
<td><a href="mailto:jok7@lehigh.edu">jok7@lehigh.edu</a></td>
<td>610-758-5894</td>
</tr>
<tr>
<td>Assistant Production Manager</td>
<td>R. Elizabeth Miller</td>
<td><a href="mailto:rema@lehigh.edu">rema@lehigh.edu</a></td>
<td>610-758-5653</td>
</tr>
<tr>
<td>Lighting Coordinator</td>
<td>Justin Burns</td>
<td><a href="mailto:jeb719@lehigh.edu">jeb719@lehigh.edu</a></td>
<td>610-758-5666</td>
</tr>
<tr>
<td>Assistant Lighting Coordinator</td>
<td>Ponder White</td>
<td><a href="mailto:jpw319@lehigh.edu">jpw319@lehigh.edu</a></td>
<td>610-758-5644</td>
</tr>
<tr>
<td>Audio Coordinator</td>
<td>Phil Ingle</td>
<td><a href="mailto:phi214@lehigh.edu">phi214@lehigh.edu</a></td>
<td>610-758-5871</td>
</tr>
<tr>
<td>Stage Coordinator</td>
<td>Becky Eshelman</td>
<td><a href="mailto:ree2@lehigh.edu">ree2@lehigh.edu</a></td>
<td>610-758-5387</td>
</tr>
<tr>
<td>Costume Shop Coordinator</td>
<td></td>
<td></td>
<td>610-758-3628</td>
</tr>
<tr>
<td>Travel &amp; Hospitality</td>
<td>Jennifer Mack</td>
<td><a href="mailto:jem3@lehigh.edu">jem3@lehigh.edu</a></td>
<td>610-758-5654</td>
</tr>
<tr>
<td>Director of Audience Services</td>
<td>Sandy Anderson</td>
<td><a href="mailto:saba@lehigh.edu">saba@lehigh.edu</a></td>
<td>610-758-6641</td>
</tr>
<tr>
<td>Programming Assistant</td>
<td>Tahya Keenan</td>
<td><a href="mailto:pak512@lehigh.edu">pak512@lehigh.edu</a></td>
<td>610-758-5643</td>
</tr>
<tr>
<td>Green Room</td>
<td></td>
<td></td>
<td>610-758-2252</td>
</tr>
<tr>
<td>Main Fax #</td>
<td></td>
<td></td>
<td>610-758-6537</td>
</tr>
</tbody>
</table>

2. Seating:
   a) Seating is at a combination of 60” round tables and 30” round bistro tables.
   b) Dinner is served prior to the show and there is a cash bar located off stage right.

3. Stage Dimensions:
   a) The stage is comprised of portable platforms and is usually 12’ deep by 16’ wide.
   b) The stage is located against the back wall of the actual stage with a blackout drop behind it.
   c) The stage is usually 16” high.
   d) Performers enter from stage right.

4. Lighting:
   a) Control is an ETC Ion with 40 sub-masters.
   b) The light board is located down stage center.
   c) Lighting design provided by center lighting staff.

5. Audio:
   a) The mix position is located down stage center.
   b) There is no ability to have a separate monitor mix position.
   c) Mixing Console is a Yamaha CL5.
   d) Loudspeakers are 4 self-powered EAW RSX 129’s.
   e) Various wired and wireless microphones are available, see page 8.

6. Intercom/paging:
   e) Clear Com 2 channel party line system with remote SM station.
   f) Riedel Bolero wireless intercom system available.
   g) In-house FOH & backstage paging available.
   h) Patch points located throughout theater.
   i) Single channel and dual channel belt packs available.
   f) Single and double muff headsets available.
7. **Dressing Rooms**: Located on lower level, one floor below Diamond Theater.
   a) Dressing rooms are a shared resource and might not all be available.
   b) There are 2 individual dressing rooms with private shower/ washroom.
   c) There are 2 4-person dressing rooms with private shower/ & a shared washroom.
   d) There are 2 ensemble dressing rooms. The women’s seats 26 and the men’s 19. Each has showers and shared washrooms.
   e) Hospitality is usually located inside the greenroom or directly outside.
   f) Laundry room has a single washing machine & an electric dryer.
   g) An iron and a Jiffy steamer are available upon request.
   h) A wig dryer is available upon request.
   i) Rolling wardrobe racks are available.

8. **Loading Facilities**:
   a) The loading dock is located at 420 East Packer Ave. It is immediately to the right of the parking lot entrance. Please see page 6 for drawing.
   b) Dock will accommodate a 53’ trailer and tractor.
      a. Driveway opening is 14’ high.
      b. The dock is 3’ above driveway & has an integral, adjustable dock plate.
   c) The loading dock opens onto a hallway leading to stage right.
   d) Door opening is 9’-0” x 9’-7” high.
      a. Hallway and inner doors will accommodate scenery at least that height.
      b. Large scenery pieces must travel through adjacent scene shop.

9. **Internet Access**:
   a) There is Wi-Fi available throughout the building, SSID: lehigh-guest. No password needed.
   b) A LAN jack is available in the greenroom. No password needed.
   c) There is a phone located in the greenroom for guest use.
      a. Long distance calls must be made using calling cards.
## Audio Inventory

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>Brand/ Model</th>
<th># in Stock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mixing Console</td>
<td>Yamaha CL5</td>
<td>1</td>
</tr>
<tr>
<td>iMac w/QLAB</td>
<td>Apple</td>
<td>1</td>
</tr>
<tr>
<td>Multi-channel Interface</td>
<td>MOTU 828mk2</td>
<td>1</td>
</tr>
<tr>
<td>Dual CD player</td>
<td>Numark CDN450</td>
<td>1</td>
</tr>
<tr>
<td>CD player</td>
<td>Denon DN-C680</td>
<td>1</td>
</tr>
<tr>
<td>Compact Flash Recorder</td>
<td>Tascam –SSR1</td>
<td>1</td>
</tr>
<tr>
<td>Microphones</td>
<td>Neumann, AKG, Shure</td>
<td>Variety</td>
</tr>
<tr>
<td>Wireless Microphones</td>
<td>Shure ULX D</td>
<td>20 Channels</td>
</tr>
<tr>
<td>Microphone Stands</td>
<td>Variety</td>
<td>Variety</td>
</tr>
</tbody>
</table>