



Technical Director: Zach Remson (zremson@ppacri.org)

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General Backstage PPAC FAQs v5

General Security Backstage	Security backstage typically includes a doorman during the week and street guards during load in/out. If possible, please provide a schedule of anticipated company/stage management hours or any possible work call hours so that security may be scheduled appropriately. A doorman is required for any call in the building.
Backstage Guests + Stage Door	House rules typically allow guests to visit after the show upwards of 20 minutes, although tour rules will be honored first and foremost. If tour permits, guests should arrive at the backdoor and check in with security and wait to be escorted by the performer/company member. No more than 4 guests per person, please.
Water	Four Borg & Overström e4 Water dispensers tied directly into the building's water supply with 4 levels of water filtration, and cold, room temperature, and hot water options. Two on either side of the stage, one outside of the green room, and one in our wardrobe department.
Internet and Hardlines	Hardlines available: Company Management and Production Offices, All Dressing rooms, SL + SR, Wardrobe/Catering Room Wireless: Backstage Guest Password: 220B@ck\$t@g3! Onstage: Both SL + SR Basement: Located in Wardrobe Room
Orchestra Rehearsal Space	The orchestra typically rehearses in the lobby during the first two days of load in. Please discuss with your production team that rehearsals typical take up room that is usually taken up by LX/Audio empties during the load in. Please provide chair, music stand, and music stand light requirements in advance, if possible.
Dance Rehearsal Space	There are no rehearsal spaces on premises, although we do have a good relationship with the local ballet companies in the area. If requesting assistance locating space, please include dates, times, and total number of guests for the rehearsal.
Preshow Announcement	The Providence Performing Arts Center is required by RI General Law 04-220 H 8420 SUB A - to play a fire safety announcement prior to each performance and reads as follows: "May we have your attention please. Please take a moment to notice the location of the exit door nearest to you. In the event of an emergency, please exit through that door and move away from the building. Thank you". This file can be sent ahead of time to your A1/Audio Department or via flash drive upon arrival. Requirement: https://webserver.rilegislature.gov/PublicLaws/law04/law04220.htm
Access to FOH from Backstage:	There are three ways to access the lobby and FOH from the backstage area: Through the house, through the basement, and through the alley/outside
PLEASE NOTE: All road cases should travel outside on Richmond St. to the lobby through the double doors.	House Access: Stairs are located both SL+SR, or by the SL door located beside the stage from aisle 5. The door is locked from the public – access code is 333* The orchestra pit is also available to drop to audience level.
	Basement Access: A passageway is available through the storage area. Once you go down the stairs, take a right and proceed through the storage area down to the furthest door on the left side. Code for the administration hallway access is 02903
	Alley/Outdoor Access: Access is available from the backstage area to the office corridor with security, as both doors are locked. Once you enter the alley, the door will shut and lock behind you!
Wall Tags	We are excited to have you in the building and invite the company to add a wall tag to our space! We do have a few rules: <ul style="list-style-type: none"> - The green room is limited to shows that tech/ open national tours here at PPAC, any other space is available in the hallways - Please do not use spray paint, any other paint is okay - If you are attaching something to the wall tag, <i>please make sure it is secure.</i> We have a great collection of odds and ends that have been ripped from the walls from rogue road cases, etc.
FOH + House Management FAQs	
Communication	Please check in with the TD team to open the house, if requested, a house radio can be provided to stage management before the first performance
Show Specific House Management Sheets	If possible, please email a FOH sheet to Bruce Ingham: bingham@ppacri.org before or the opening night of the show. House management is typically available to meet in person, up to two hours before show time.

Providence, RI - EMERGENCY NOTES

PPAC (Providence Performing Arts Center)
220 Weybosset Street, Providence, RI 2903

Evacuation Assembly Area:

Primary: Corner of Richmond & Pine by the J&W Admissions Welcome Center

Evacuation Plan:

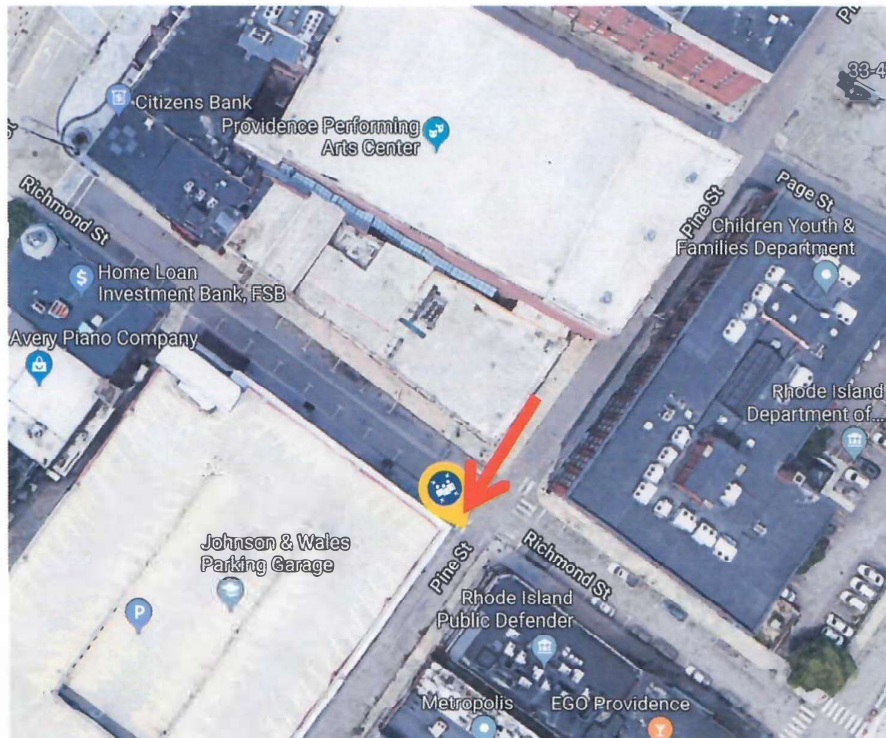
If an alarm is set off throughout the PPAC, we will hear a beeping alarm. We will also see white flashing strobes. House Manager will initiate Evacuation procedure.

REMEMBER: Do not use an elevator to evacuate.

Evacuation should proceed in a calm and orderly manner. Immediately exit the building by the nearest exit

Primary Exit Route(s):

Upstairs / Downstairs Dressing Rooms: Exit through Stage Door turn Right proceed to the corner of Richmond & Pine. Cross street to the J&W Admissions Welcome Center



Re-entering the building: Employees will be permitted to re-enter the building after authorities deem the building safe. *You should never re-enter an evacuated building unless given permission.*