Student Union, Event & Conference Services
Kyle Burke, Director

Main Office (773) 442-4630
Information Center/Box Office (773) 442-4636 (INFO)
PTS Office (773) 442-5991
Event Reservations (773) 442-4631
Northeastern Programming Board (773) 442-4590

Staff

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Nick Gajary Stagehand (773) 442-4623 n-gajary@neiu.edu
Dan Mayer Stagehand (773) 442-4625 d-mayer@neiu.edu
Map and Directions

Physical Address
Northeastern Illinois University
Student Union, Event & Conference Services
3701 W Bryn Mawr Ave
Room SU 107
Chicago, Illinois 60625

Mailing Address:
Northeastern Illinois University
Student Union, Event & Conference Services
5500 N St Louis Avenue
Chicago, Illinois 60625

Northeastern Illinois University is easy to find. It is located in a quiet residential neighborhood at 5500 North St. Louis Avenue, Chicago, Illinois. First-time visitors are encouraged to get a map and parking regulations from the University Police Department or Parking Office.

By Bus and "L" from Chicago's Loop
Take the Ravenswood (Brown Line) train to Kimball, and transfer to the CTA bus going north on Kimball. Get off at Bryn Mawr and walk two blocks west.

By Car
From the North
Take 41 south to I-94 east and exit at Peterson east (41B). Proceed on Peterson to Pulaski and turn right (south). Take Pulaski south to Bryn Mawr and turn left (east) to the campus.

From the Northwest
Take I-90 east to the Austin exit. At the stop sign, turn left and follow the street around to the light at Foster. Turn left (east) on Foster. Proceed on Foster past Pulaski and turn left onto the NEIU campus.

From the West
Take I-88 east to I-290 east, to I-94 west. Exit Peterson east (41B). Proceed on Peterson to Pulaski and turn right (south). Take Pulaski south to Bryn Mawr and turn left (east) to the campus.

From the South
Take I-94 west to Peterson and exit east. Proceed on Peterson to Pulaski and turn right (south). Take Pulaski to Bryn Mawr and turn left (east).

Campus will be on your right.

Closest Airports
O'Hare International Airport – 11 Miles
Midway International Airport – 20 Miles
About

The Northwestern Illinois University Auditorium is a large yet intimate space, with seating for up to 439 guests. The facility boasts excellent sight lines and acoustics. The stage is versatile, and equipped for music, theatre, and dance. There is a hydraulic multi-level orchestra pit that can be used for musical theatre and opera. When setup for dance, the space is equipped with a black Marley dance floor. When setup for music, there is a full wooden orchestra shell that can be setup. The Auditorium has fixed seating and is equipped with all the lighting, audio, and projection equipment needed to support your production.

Overview

Seating: 413 Fixed Seats, with 26 additional seats possible, for a total capacity of 439
There are no obstructed views

Building: Natural wood and exposed cinderblock finishes
Polished concrete floor
There are no rugs or floor treatments
Nothing can be attached to the walls or ceiling.

Stage
The stage deck is constructed of tongue and groove pine flooring, and is painted black. Nothing may be screwed, lagged, or attached to the deck in any way. Nothing can be cut, drilled, or painted on stage, assembly only.

Dimensions: Procenium Height – 21’7”
Procenium Width – 49’
Stage Depth – 45’10”
Stage Height (from first row) – 3’3”

Lighting Positions: 2 Catwalks over stage, with 2 electrics each
2 Catwalks over house, with 1 electric each
4 Box Booms, 2 on each side
6 Booms on stage (optional), with 2 permanent on the sides of the apron
Spotlight booth is at the top back of the auditorium
Audio
Front-of-house speaker arrays surrounding the stage area provide sound reinforcement for all seats. The center cluster speaker array is suspended just above the proscenium opening. Two side speaker arrays, one grouping each at stage left and stage right, are also suspended above the proscenium opening and work in conjunction with the center array to provide stereo imaging and are individually controllable from the console. A number of low-profile, supplemental reinforcement speakers throughout the house provide additional coverage and intelligibility to seats that are out of range of the primary speaker arrays. The entire system is by Renkus-Heinz.

The Front-of-house sound console is a Soundcraft K2 series 32x8x3 console. Please see the Soundcraft website for any specific details on this console.
CD playback may be done from the mixing position via Denon CD decks. Also in the rack are an Ashley EQ, and a Yamaha 2000 reverb unit.

There are 3 stage monitor mixes available for rental.
All House speakers and monitor lines are driven by Crown and QSC amplifiers.

We have a reasonable inventory of assorted microphones, as well as a full complement of straight and boom stands and appropriate cabling available for in house rental.

Rigging
Northeastern Illinois University's Auditorium facility has a limited short fly system. There are 5 motorized batons controlled via the MCP (Motorized Control Panel) unit back stage right. All batons are in use except baton 4 which is located upstage of center. There are 2 catwalks over stage and 2 front of house. Access to the catwalks can be reached via a stairwell off backstage right or a spiral staircase accessible from an outer hallway on the main level of the University.
Deck to bottom of the baton: 26’ Out Trim

Any and all items to be rigged overhead, including drops, hard or soft set pieces, solenoids/kabuki etc, must be inspected and weight amounts provided prior to load-in & submission of tour line-set schedule changes. “Homemade” items in rigging overhead such as pull wires & pins, rubber bands, mouse traps, and clothing hangers etc will not be permitted

Intercom System
The intercom system consists of 1 Clear-com 2 channel PL PRO MS-232 base station in the booth, and 1 RS-501 belt pack on each side of the stage, each equipped with a CC-95 dynamic headset. Up to 6 additional headsets are available for rental.
The backstage paging system can be operated from the Clear-com base station in the control booth and the paging microphones setup backstage left and right. Intercom base station is located in the Control Booth.

Video Projection and Playback
Video projection is available. The projector is equipped with a DMX douser. We are equipped with a Mac, PC, and DVD player for video/presentation playback. We can also hookup any personal computer, as long as it is equipped with or adapted to VGA. Adaptors and other formats may be available when requested in advance. Additional fees may apply. Technician will assist with setup, but you are responsible for operating your own video/dvd/powerpoint.

Orchestra Pit
The Orchestra Pit area is at the front of the stage below seating level. The front of the stage is lowered to use the pit. Advance notice must be given prior to this occurring and there is an additional fee.
Loading Dock
The loading dock hours are 8am to 4pm. We have one ground level, and two truck height docks. Trucks must check in with receiving prior to unloading. There is a short push from the dock to the stage. Deliveries outside of these hours must be approved in advance, and University Police must be present.

Lighting
Dimming and computerized control of the House and Stage lighting systems have been designed to provide for maximum expandability and ease of use by any number of users. Computerized control is through an ETC ION console. The lighting system is controlled via ETC Net2 lighting network. Please see the ETC web site for any specific details on these devices.

ETC Sensor dimmers (4 racks) provide 354 circuits throughout the entire space including the architectural lighting system and over stage work lights. These circuits appear in drop boxes of 4-6 circuits, and in electrical raceways that are distributed evenly throughout the catwalks and stage area.

House light circuits may be controlled by the console or by Unison stations which appear in the Control booth as well as backstage right on the Stage Manager's Console. The Auditorium is a dimmer per circuit house, with each being a 20amp circuit. Work light circuits with the same number share the same 20 amp dimmer. Dimmer numbers for the work light circuits don’t appear on the circuits.

We have a 400amp Company Switch located on back stage right, which can only be utilized with advance notice and electrical load approval by NEIU's on site union electricians. It may be necessary to have an electrician on site when using the company switch.

There is a rep plot of fixtures and focuses that cannot be changed. You may provide and change color in the booms and any designated specials. In addition to this plot, an inventory of additional fixtures is available on a rental basis, for use as specials or additional systems.

Construction/Scenery
ALL drops and sets are subject to Staff inspection and must be safe, using rated hardware and must have current flame certifications. Flame tests will be performed at the discretion of the PTS staff. Flame proofing cannot be done on site.

No drilling into the deck or walls. No Painting on stage or in wings. All sets and items on stage must have floor protection.

PTS may be able to build certain scenic items, with advanced notice. A quote will be provided, and your company/department is responsible for all costs should you choose to proceed.

Masking and Curtains
There are limited borders in this facility. The catwalks and lighting positions have been integrated into the architecture and have been designed to be open and visible.

Soft black fabric legs are available to obscure visibility of the wings. Legs cannot be in place when the orchestra shell is being used.

There is a main drape located on the downstage track, and is manually operated. The drape is blue in color. There is also a blue header at the Proscenium line, which is adjustable in height.

An optional scrim can be put in place, 3’ downstage of the cyc. Scrim is easily damaged, and expensive to replace. Any damage is the responsibility of the renter/club/organization/visiting company.
**Special Effects**
No Pyrotechnics. No Open Fire or Flames of any kind. No atmospheric effects permitted without 1 month notice and prior approval from Technical Director. No Confetti, Mylar or Snow effects. No Rain, Blood, Liquid, Oil, or Water effects on stage without prior approval of methods & materials by Technical Director. No “messy” acts or debris effects into audience (i.e. fruit smashing or hosing of audience etc).

No Automobiles, electrical, mechanical or hydraulic machines or lifts on stage without approval. No weapons or stage prop blank-guns on stage or in facility without prior approval & safe arrangements.

All Rigging methods & equipment subject to inspection & approval.

No Ariel Acts, swings, trapeze, silks, cables or Ariel stunts permitted on stage. The “Flying” of persons is strictly prohibited. Flying effects may only be considered for permission on rated & approved rigs with known & approved companies & proper liabilities & trained operators on-site in operation.

House Technical Staff have final determination and all authority for Safety, Security, Operation and Liability issues, as well as all access & control backstage regardless of show or artists.

**Dressing Rooms**
There are three dressing rooms located in the back-stage area. Two of these rooms are identical, one for men and one for women. The third is slightly smaller, and is traditionally used as a greenroom. Dressing rooms are equipped with mirrors and lights. The two larger dressing rooms are also equipped with a single stall bathroom, and a single stall shower. The greenroom is equipped with a fridge, sink, mirror, and couch. Each dressing room is equipped with a monitor system, so that the show, and any announcements, can be heard. Northeastern Illinois University is not responsible for any lost or stolen items.

**Food and Drink**
Food and drink is prohibited in the following spaces: Auditorium Stage, Audience, Light Booth, Spot Booth, Catwalks, and Dressing Rooms.

For cast and crew, food can be setup on the tables in the back hallway. For guests and patrons, food can be setup in the lobby areas in front of the auditorium. Other rooms are also available for rental. Tables and chairs can be booked when you place your reservation. Catering can book booked through Aramark.

**Staff**
Your use of the Auditorium includes 3 staff members from the Production Technical Services team.

- **Lighting/PowerPoint Technician**
  - Responsible for programming lights as directed by your designer, director, or choreographer. Technician is not a lighting designer, and will not make design choices. Will also run basic powerpoint or dvd playback. More advanced video playback is client or producer responsibility.

- **Audio Technician**
  - Responsible for CD and MP3 playback, microphone reinforcement, and basic monitor mix.

- **Floor Manager**
  - Responsible for main curtain, basic scenic moves, automated battens, and onstage support.

Client is responsible for providing at least 2 Front of House staff, 1 for each audience entrance. NEIU does not provide ushers, but we do have a relationship with the Saints. Ticketing and box office information may be obtained by contacting Michael Groth.
**Other**

Any and all interface with House Equipment and your equipment must be approved prior—and you must provide for all adaptors or interfaces and cables.

Client is responsible for Cleaning Up after their event. All items, personal and production, must be removed from the stage, booth, dressing rooms, and any other area the night of the last show/performance/event, before the end of their reservation time. All garbage, including water bottles, food containers, scenic materials, tape, and other items you aren't keeping should be placed in the nearest trash receptacle. Larger scenery disposal should be coordinated in advance, and a dumpster rental may be required.

Under no circumstances will keys be provided to any area in the Auditorium or building.

Contact Production Technical Services staff, or your event coordinator with any questions about equipment, technical, and venue needs.
## Reservation Deadlines

**Events during business hours**

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<thead>
<tr>
<th>Deadline</th>
<th>Provided</th>
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<tbody>
<tr>
<td>2 Weeks before event</td>
<td>Location/Room booked</td>
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<tr>
<td></td>
<td>Resources needed</td>
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<td></td>
<td>Staffing needs</td>
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<tr>
<td>1 Week before event</td>
<td>Any drawings, layouts, or ground plans are due</td>
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<tr>
<td>48 hours before event</td>
<td>Last chance to make changes</td>
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<td>No major changes will be accepted after this time</td>
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**Events on weekends or outside business hours**

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<tr>
<th>Deadline</th>
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<tbody>
<tr>
<td>4 Weeks before event</td>
<td>Location/Room booked</td>
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<td>Staffing needs</td>
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<tr>
<td>2 Weeks before event</td>
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<td>Drawings, layouts, or ground plans</td>
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<td>72 hours before event</td>
<td>Last chance to make changes</td>
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<td>No major changes will be accepted after this time</td>
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These deadlines allow us to provide you, and all our clients, with the best service possible. If these deadlines are not met, we will make a reasonable attempt to accommodate your request, but staffing or resources may not be available at short notice.