Student Union, Event & Conference Services
Kyle Burke, Director

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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

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 Northeastern Illinois University Recital Hall is a comfortably sized space, with seating for approximately 170 guests. The facility boasts excellent sight lines and state of the art acoustics. The stage is small, yet adequately sized for musical groups of all sizes, as well as presentations and meetings. The Recital Hall has fixed seating, and is equipped with basic lighting, audio, and projection equipment to support your production.

### Overview

| Seating: | 169 fixed seats, plus 6 wheelchair accessible spots, for a total capacity of 175. There are no obstructed views |
| Building: | Natural wood and exposed cinderblock finishes |
| Polished concrete floor |
| There are no rugs or floor treatments |
| Stage | The stage deck is constructed of tongue and groove pine flooring, with a natural finish. Nothing may be screwed, lagged, or attached to the deck in any way. Nothing can be constructed or painted on stage. |
| Dimensions: | Room Height (Stage to Ceiling) – 21’7” |
| Stage Width – 49’ |
| Stage Depth – 45’10” |
| Stage Height (from first row) – 3’3” |
| Lighting Positions: | There is a basic architectural lighting system in the recital hall, with additional theatrical fixtures hung from 2 box booms on each side of the stage. |
Audio
The Recital Hall is equipped with a basic sound system to fit most needs. Audio patch panels are located stage right, stage left, and on the front of the stage. Each panel has tie lines to the console, VGA and HDMI inputs, intercom inputs, and outputs for monitors. House speakers are located above the stage mid-stage right and mid-stage left. The Hall uses a Mackie 16x8x2 8 Bus Mixing Console located in the control booth at the rear of house. Other consoles may also be brought in for larger events, when available. Audio equipment that is included in the space includes (2) Tascam CD-X1500 CD players, (2) Shure ULXP4 wireless receivers, (1) wireless lapel microphone, and (1) wireless handheld microphone. Additional microphones and other equipment can be available with prior approval from the Technical Director. Additional fees may apply.

Acoustical System
The recital hall is equipped with an automated acoustical system, which can change the acoustics of the room to meet your specifications. All requests for specific acoustical settings must be submitted in advance. Only PTS staff are authorized to operate the acoustical system.

Rigging/Hanging
There are no hanging positions over stage or front of house. Nothing can be hung from the balconies or attached to the walls or acoustical panels.

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.

Video Projection and Playback
Video projection is available. Advanced notice is required to use the video system, and additional fees may apply.

The room is equipped with a drop down screen. The screen must be preset before the event, and cannot change positions during your event or while there are people on stage. Only PTS staff are authorized to operate the drop down screen.

There is a projector in the booth. 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.

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. The loading dock is located on the lower level. Vans or trucks with a lift gate can also drop off at the Lot F entrance to building E.

Lighting
The recital hall lighting system is very basic. There is an overhead architectural system, that can be operated from the booth or backstage.

There is also a theatrical system, hung on 4 box booms, and consisting of several Altman Shakespeare Ellipsoidal focused in a general wash of incandescent white light. The lighting system is not accessible, and cannot be refocused.
**Special Effects**
No Pyrotechnics. No Open Fire or Flames of any kind. No atmospheric effects are permitted in this space. 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). All scenic elements are subject to inspection by PTS Staff, 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 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. No drilling into the deck or walls. No Painting on stage or in wings. All sets and items on stage must have floor protection.

No Ariel Acts, swings, trapeze, silks, cables or Ariel stunts permitted on stage. The “Flying” of persons is strictly prohibited.

PTS 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.

Any damage is the responsibility of the visiting company.

**Masking and Curtains**
There are no curtains or masking in the Recital Hall. The balconies and lighting positions have been integrated into the architecture and have been designed to be open and visible.

**Dressing Rooms**
There is one dressing room located in the backstage area, traditionally used as a greenroom. There is a private bathroom, equipped with a mirror. The recital hall is not equipped with a shower. The greenroom is also equipped with a fridge and a couch. Northeastern Illinois University is not responsible for any lost or stolen items. Anything left behind will be brought to the Lost and Found, located at the information center, and eventually disposed of.

**Food and Drink**
Food and drink is prohibited in the following spaces: Recital Hall Stage, Audience, Light Booth, and Dressing Room.

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.
**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 providing Front Of House staff. Ticketing information may be obtained by contacting Michael Groth (See Contact Info).

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. All garbage, including water bottles, food containers, scenic materials, tape, and other items you aren’t keeping of should be placed in the nearest trash receptacle.

Under no circumstances will keys be provided to any area in the Recital Hall 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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<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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<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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<tr>
<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.