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FOX THEATRE STAFF AND GENERAL INFORMATION

FOX THEATRE STAFF

President/CEO	Allan Vella	(404) 881-2104
Vice President/ COO	Adina Erwin	(404) 881-2116
Ticketing & Sales Manager	Rachel Bomeli	(404) 881-2014
Guest Experience Manager	Jon Cooper	(404) 881-2119
Director of Marketing	Jamie Vosmeier	(404) 881-2101
Director of Operations & Public Safety	Shannon Caudill	(404) 881-2038
Booking & Contract Associate	Shelly Kleppsattel	(404) 881-2054
Affairs at the Fox	Nancy Lutz	(404) 881-2062
Director of Food and Beverage	Michael Giovanni	(404) 881-2110
Chief Financial Officer	Jeff Quesenberry	(404) 881-2109
Director of Production	Amy M. Smith	(404) 881-2065
Production Manager	Zak Jordan	(404) 881-2033
Production Coordinator	Daniel Smith	(404) 881-2033
Production Management Fax		(404) 881-2034
Head Carpenter	Gary Hardaway	(404) 881-2071
Head Flyman	Larry Watson	(404) 881-2073
Head Electrician	Ray T. Haynie	(404) 881-2080
Assistant Electrician	Cary Oldknow	(404) 881-2080
Head Props / Projectionist	Scott Hardin	(404) 881-2072
Head Audio	Rodney Amos	(404) 881-2074
Backstage Door		(404) 881-2047
General Office Fax		(404) 872-2972

ABOUT THE FOX THEATRE

The Fox Theatre, built in 1929, is one of the world’s largest and grandest movie palaces still in existence. It is used primarily for live productions with special showings of movies during the summer. Dressing room facilities occupy five floors backstage as well as a spacious rehearsal studio equipped with full size wall mounted mirrors, which is located on the sixth floor. This dressing room tower is conveniently located directly off-stage right. Elevator service is available to every floor of the dressing room tower. All dressing rooms are equipped with a sound system for monitoring the show in progress. Each floor of the dressing room tower has at least one bathroom with a shower and all dressing rooms are equipped with a sink. The stage level and third floor rooms have private bathroom/shower facilities. A large catering room is also available on the lower level.



FOX THEATRE RULES AND REGULATIONS

Please read the following information carefully.

1. Absolutely NO nails, tacks, tape, or adhesive of any kind should be used on any surfaces of the theatre, lobbies, dressing rooms, or other areas. Blue painter's masking tape is available upon request, free of charge. Please contact production before posting anything on the doors or walls.
2. NOTHING can be hung from chandeliers, sprinkler pipes, or other fixtures of the theatre.
3. The American's with Disabilities Act (ADA) states that dressing room #1 is a handicapped dressing room.
4. If furniture needs to be moved for any reason, this is to be done by Fox Theatre personnel only.
5. **Smoking is not permitted in any area of the Fox Theatre.**
6. Any alcohol needed during an event should be provided by catering and/or the promoter.
7. If your production utilizes any equipment or props that cause smoke or haze, we will need to turn off our smoke alarms. By law, in order to have these alarms turned off we must have a fire marshal present in the theatre. The cost for hiring a fire marshal is \$35.00/hour with a minimum of four hours reporting pay. This cost is subject to the Fox Theatre's 31.5% Payroll Administration Fee. After 4 hours, fire marshals will go into overtime and will be paid in one hour increments.
8. If your production is utilizing any pyrotechnic effects, please contact Fox Theatre Production Department as soon as possible. (Blank ammunition requires a fire marshal inspection in the state of Georgia.)
9. The alley is to be used for loading and unloading only. The alley is a fire lane and all vehicles left unattended are subject to towing at the owner's expense. Tractor-trailers are not permitted to park in the alley during the run of a show. Tractor-trailers are to be removed from the alley when loading/unloading is completed.
10. At the conclusion of a Load-Out, all belongings must be removed from the building. If, in extreme circumstances, something must be left at the theatre after Load-Out, storage may be available for the remaining item(s). However, the storage of the item(s) must be cleared with the Production Department prior to your event. The Fox Theatre cannot assume any responsibility for the items that are stored. Anything left in the theatre for more than one (1) working day will be subject to a daily storage fee.



FOX THEATRE RULES AND REGULATIONS

11. A representative of the promoting company/show staff should sign for all deliveries. The Fox Theatre cannot assume responsibility for packages and deliveries that are signed for on behalf of the promoting company when a representative is unavailable.
12. **As per the contract with the Fox Theatre, the House opens one (1) hour prior to the printed curtain time and intermissions are to be twenty (20) minutes in length.** If the promoting company requires different arrangements, please discuss in advance with the Production Department.
13. The Fox Theatre is fortunate to have a 4-manual, 42-rank historic Möller Theatre Organ that has been in use since 1929. It is our policy to use the organ for 30 minutes before each performance, except when seating or technical layouts preclude bringing the organ up from its storage area in the orchestra pit.
14. The Fox Theatre Production Management staff is happy to coordinate any equipment rentals that you may require while in town. Please give ample notice of such needs in order to help us best serve the show.

For questions regarding these rules and regulations, please contact Production Management.

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