



TECHNICAL PACKAGE

Updated 1/23/11



FOX THEATRE STAFF AND GENERAL INFORMATION

FOX THEATRE STAFF

General Manager	Allan Vella	(404) 881-2104
Assistant General Manager	Adina Erwin	(404) 881-2116
Director of Ticketing	Pat "Sunshine" Tucker	(404) 881-2010
House Manager	Pat Prill	(404) 881-2119
Assistant House Manager	Greta Duke	(404) 881-2075
Patron Services	Ken Shook	(404) 881-2118
Booking & Contract Associate	Shelly Kleppsattel	(404) 881-2054
Director of Sales & Private Events	Jennifer Farmer	(404) 881-2110
Director of Food & Beverage	Oliver Diamanstein	(404) 881-2025
Controller	Robert Burnett	(404) 881-2109
Production Manager	Amy M. Smith	(404) 881-2065
Asst. Production Manager	Rebecca Graham	(404) 881-2033
Production Assistant	Stephen Jones	(404) 881-2033
Production Management Fax		(404) 881-2034
Master Carpenter	Gary Hardaway	(404) 881-2071
House Flyman	Larry Watson	(404) 881-2073
Master Electrician	Ray T. Haynie	(404) 881-2080
Assistant Electrician	Cary Oldknow	(404) 881-2080
House Props Master/ Projectionist	Scott Hardin	(404) 881-2072
Head Sound Engineer	Rodney Amos	(404) 881-2074
Backstage Security Manager	Tammy Folds	(404) 881-2063
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 right as well as a fully equipped rehearsal space with mirrors on the sixth floor. 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. by show management. A large catering room is also available on the lower level.



FOX THEATRE RULES AND REGULATIONS, PAGE 1

Please read the following information carefully. We love the Fox Theatre and we want to make sure it will be around for others to enjoy.

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 the Production Manager 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 Fox Theatre asks that all elevators (freight, backstage and front of house passenger elevators) be operated by Fox Theatre personnel only.
4. Under no circumstances should furniture be rearranged or removed from the star dressing rooms (DR#31 & DR #32) without authorization by the Fox Theatre staff. The American's with Disabilities Act (ADA) guidelines state that dressing room #1 needs to stay set-up as a dressing room. If more office space is needed, two production offices are located on the basement level. Again, 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. Due to the guidelines of The Fox Theatre liquor license, all Alcohol purchased for consumption in the building must be purchased through The Fox Theatre Food and Beverage department. Liquor orders can be placed through the Backstage Production office.
7. Due to allergic conditions of other artists that use the Fox Theatre, no personal pets can be brought into the building. If any pets are brought into the building, there is a possibility of an additional cleaning fee that will be assessed at settlement.
8. 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.
9. The Pyrotechnic Laws in the state of Georgia have changed dramatically over the years. If your production is utilizing any pyrotechnic effects, please contact Fox Theatre Production Management as soon as possible. (Blank Ammunition is now classified as "Pyro" in the state of Georgia.)



10. 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.
11. 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 Manager 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.
12. 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.
13. **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. In the event that a show does not have an intermission, the Fox will require that the show place a 20 minute hold at the top.** If the promoting company requires different arrangements, please contact the Production Manager.
14. 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. We require at least seven days advance notice if it is not possible to play the organ before your production.
15. The Fox Theatre Production Management staff is happy to coordinate any equipment rentals that you may require while in town. Please note that the Fox Theatre will charge a 10% service charge on top of the final invoice price for our services in arranging any outside rentals/equipment.

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

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