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**THE GEORGE WASHINGTON UNIVERSITY  
LISNER AUDITORIUM**

Thank you for your interest in The George Washington University, LISNER AUDITORIUM.

Enclosed you will find information about our RENTAL RATES and the venues TECHNICAL SPECIFICATIONS as well as PUBLICITY and TICKETING guidelines.

Lisner Auditorium contains 1,482 seats (Orchestra 544, Terrace 938). To apply for use of the Auditorium, please complete an application. A deposit payment of 50% of the rental fee, payable to The George Washington University (via check, unless otherwise arranged with the venue) will be due upon signature of the contract. To facilitate approval of the application, please be sure to include a detailed description of the event, including technical requirements (sound, lighting, staging, etc) and a contact for your technical manager. Once your application is approved, you will receive confirmation for the use of the venue and a Lease Agreement.

Please note that GW Lisner Auditorium requires that you place your tickets on sale through its box office. We require up to 100 tickets at a 20% discount to GW students (this is detailed in the Lease Agreement). For all advertising and press releases, please identify the venue as "The George Washington University Lisner Auditorium" or "GW Lisner Auditorium".

We look forward to helping you plan your event. Please do not hesitate to call us at 202.994.6800 if you have any questions.

CONTACT INFORMATION

730 21ST ST, NW  
WASHINGTON, DC 20052  
Phone: 202.994.6800  
FAX: 202.994.6906  
Twitter: @GWLisner  
Facebook: GWLisner  
[lisner.gwu.edu](http://lisner.gwu.edu)

ADMINISTRATIVE Contacts	PRODUCTION Contacts:
<b>Cassandra Lammers</b> Theatre Manager 202-994-1539 <a href="mailto:lammers@gwu.edu">lammers@gwu.edu</a>	<b>Eric Annis</b> Production Manager 202-994-1999 <a href="mailto:eha@gwu.edu">eha@gwu.edu</a>
<b>Sean Kelly</b> Ticketing Manager (202) 994-9327 <a href="mailto:skelly1@gwu.edu">skelly1@gwu.edu</a>	<b>Colin McGee</b> Technical Director/AV 202-994-5575 <a href="mailto:mcmcgee@gwu.edu">mcmcgee@gwu.edu</a>
	<b>Izzy Einsidler</b> Lighting Designer/Assistant Technical Director 202-994-5524 <a href="mailto:izzye@gwu.edu">izzye@gwu.edu</a>

**VENUE RENTAL RATE SCHEDULE** (Rates are subject to change)

<b>SINGLE PERFORMANCE:</b> <i>Includes three hours of show time and ½ hour to clear hall following performance. Same day load-in time is included, times to be determined by Lisner.</i>		
	Friday, Saturday or Sunday:	\$4,500
	Monday – Thursday:	\$3,500
<b>TWO PERFORMANCES</b> on the same day: <i>includes same day set up time</i>		\$5,500
<b>THREE PERFORMANCES</b> on the same day: <i>includes same day set up</i>		\$7,750
<b>EDUCATIONAL PERFORMANCE RATE:</b> <i>Rate applies to morning performances of children’s theatre presented for school groups, Monday – Thursday only.</i>		\$1,850
<b>REHEARSAL RATE:</b> <i>rate applies to rehearsals and set-up times other than the day of performance (8am-midnight only)</i>		
	Up to eight (8) hours of set-up or rehearsal time, Friday, Saturday or Sunday:	\$1,600
	Up to eight (8) hours of set-up or rehearsal time, Monday through Thursday:	\$1,100
	After 8 hours of setup or rehearsal time every 4 hours thereafter:	\$600
<b>RECEPTION RATE:</b> <i>Before or after performance, one hour maximum. A surcharge of \$100 will be charged for each additional hour or part thereof after the initial hour. All catering companies are subject to approval of Lisner.</i>		\$550
<b>VIDEO RECORDING RATE</b>		\$150-\$2000 <i>depending on use of footage.</i>
<b>CLEAN UP FEE:</b> <i>Minimum amount for events bringing in food</i>		\$200
<b>VENDOR SPACE COMMISSION</b>		
	Recorded Product:	10% (after tax)
	All other merchandise:	20% (after tax)
<b>TICKETING FEES</b>		
	Ticketing Set-Up Fee per performance	\$400
	Per ticket issued including box office sales, consignment, and complimentary tickets	\$0.35
	Percentage of the ticket price for all credit card orders	3.5%
	Ticket Seller Fee on the night of the show, per hour, per seller, with a minimum of two ticket sellers for three hours	\$22

## RENTAL RATE INCLUDES

The following staff are included in the rental rate during the four hour performance contract period:

- House Manager
- Ushers and Ticket-takers
- Staffed concessions and coat check stands
- Normal custodial service. There is an additional \$200.00 charge for events that bring in food as indicated in the above rental rates.
- One University Officer. Additional Security officers may be required by the Auditorium at the expense of the Lessee/Client at a rate of \$47.90 per officer/per hour, 4 hour minimum. Security must be arranged 72 hours in advance of the performance to avoid staff overtime charges.

## EQUIPMENT RENTAL RATES

SOUND	\$ TBD due to performance requirements
LIGHTS	\$ TBD due to performance requirements
FOLLOWSPOTS	\$150 per spot
STAGING	
Dance Floor (Marley)	\$400
Pit Cover <i>for removal or installation (not including labor costs)</i>	\$300
Band Shell	\$200
Motors	\$75 per motor
Risers	\$75
Platforms	\$50 each
Cyclorama: <i>excludes lights</i>	\$100 excludes
Scrimm	\$50
Hazer: <i>requires fire watch</i>	\$75
Piano, Steinway Grand	\$150
Internet Access	\$25
Seat Removal	\$200
Pipe & Drape	\$25 per booth
Piano Tuning	\$150 per tuning
Fire Watch	\$75 per hour (4 hour minimum)

## **PRODUCTION CHARGES**

The Production Manager will determine the crew requirements and provide the Lessee/Client with a cost estimate based on the technical requirements of the production.

All labor charges are based upon a four- (4) hour minimum; charges for work between midnight and 8:00am will be at one and a half (1.5) times the hourly rate. If time is required from any crew member who has worked more than 40 hours in a seven day period, overtime charges will be applied to performances on a pro rata basis.

Lessee may incur additional equipment rental charges, including sound and light packages, based upon the performance requirements. Please discuss your production needs with the Technical Director.

All scenery, curtains, drops, and properties brought into the theater must be flame-proofed in accordance with D.C. Fire Inspector's Office and a permit must be obtained from that office for any fire effects.

Please see the attached tech pack for more information.

## **MARKETING AND PROMOTION GUIDELINES**

The Lessee/Client is responsible for complying with Lisner guidelines for printing tickets and handling all sales, advertising and promotion of the events. All tickets must go on sale through Lisner Auditorium box office. Events are not to be advertised or placed on sale prior to the signing of the Lease Agreement. Please follow the guidelines outlined in the Lease Agreement, Publicity Guidelines and Ticketing Procedures.

## **TICKETING GUIDELINES**

Lisner Auditorium contains 1,482 seats (Orchestra 544, Terrace 938). Eight of these seats (Row AA, Seats 102-116) are reserved for the use of The George Washington University for each performance. Lisner Auditorium requires that a minimum of 100 tickets be placed on sale through the Lisner Box Office for GW students at a 20% discount of the general public price. The Auditorium is ADA compliant. Please provide any additional information if any further accommodations are required for mobility or hearing impaired patrons.

For more ticketing information please see the External Ticketing set up form at the end of this document.

Thank you for your interest in THE GEORGE WASHINGTON UNIVERSITY'S LISNER AUDITORIUM.  
Enclosed are the venue's TECHNICAL SPECIFICATIONS.

**ADDRESS:**

730 21<sup>st</sup> Street, NW (located on the corner of 21<sup>st</sup> and H streets)  
Washington, DC 20052  
General Information: 202.994.6800  
General Backstage: 202-994-1999  
FAX: 202.994.6906 / 1999 /  
Website: [lisner.gwu.edu](http://lisner.gwu.edu)

<b>PRODUCTION Contacts:</b>
<b>Eric Annis</b> Production Manager 202-994-1999 <a href="mailto:eha@gwu.edu">eha@gwu.edu</a>
<b>Colin McGee</b> Technical Director/AV 202-994-5575 <a href="mailto:mcmcgee@gwu.edu">mcmcgee@gwu.edu</a>
<b>Izzy Einsidler</b> Lighting Designer/Assistant Technical Director 202-994-5524 <a href="mailto:izzye@gwu.edu">izzye@gwu.edu</a>

## **STAGE**

COLIN MCGEE (Technical Director/AV)

Direct Line: 202-994-5575

Backstage Line 202-994-1999

Email: [mcmcgee@gwu.edu](mailto:mcmcgee@gwu.edu)

## **LOADING DOCK ACCESS**

The loading dock, at stage level and tractor-trailer height, is perpendicular and adjacent to the stage, accessible via H Street. The loading dock door is 11' wide x 23' high and opens immediately onto the stage. The backstage door is located on H Street.

## **STAGE DIMENSIONS** (plans available from Production Department)

Proscenium: 55'2"w x 21'6"h

Stage: 31' from edge of pit to upstage-most working set  
64' wide (wooden portion of stage floor)  
Working size varies depending on masking

Orchestra Pit: 8'10" from railing to edge of stage at center line  
4'6" at SR & SL from rail to edge of stage  
42' wide, inside dimension

(The pit is normally covered, and serves as a curved extended apron. Removal of the cover should be discussed with the production department and has an additional cost.)

## **FLY SYSTEM**

Double purchase counterweight system with 31 working sets with varying trims and weight capacities; operated from a fly floor stage right, which is 19'2" above the stage. Some sets have permanent goods (see hanging plots); working grid height is 40'; approximate.

## CURTAINS

Fire Curtain	High trim 21'6"
Main Curtain	Navy blue, 60'w x 21't with fullness. Operates from stage right, guillotine or motorized traveler.
Grand Teaser	Navy blue, 60'w x 10't with fullness.
Grand Torms	Navy blue, 12'w x 25't with fullness; dead hung DSL & DSR
Borders	(5), black trevira, each 52'w x 10't
Legs	(5) pairs (10 pieces), Black Trevira, 12'w x 25't (3) pairs (6 pieces), Black Trevira, 6'w x 25't
Stage Left Masking	Three pieces, Black Trevira, each 12'w by 30't, no fullness. Corner legs hung on "L" -shaped pipes.
Stage Right Masking	Four panels, Black Trevira, each 12'w x 18'6"t, dead hung stage right under fly floor.
Split-Panel Blackout	Two pieces, Black Trevira, each piece 28'w x 20't, no fullness.
Full Stage Blackout	One panel, Black Trevira, 56'w x 20't
Burgundy	Two pieces velour, each piece 30'w x 20'6"t with fullness, guillotine or motorized traveler.
Cyclorama	White, 52'w x 22't.
Scrims	(2) black (1) white(1) navy blue

## STAGING INVENTORY

Piano	9' Steinway Concert Grand model "D" Ttuning at clients cost.
Platforms	(20) 4x8 and (4) 4x8 wheeled platform dollies. (4) 4x4 and (4) 4x4 rounded corner pieces.
Choral Risers	(6) 3 step reversible risers with back railing



**AV INVENTORY**

Front of Rear Projection Screen	11' 6"x 19' (6x9 ratio) 11' 6"x15' (4x3 ratio)
Projection	EIKI Powerhouse LC-X800 @ 12000 Lumens EIKI High. Def LC-HDT100 @ 10000 Lumens
Video Switcher	Roland VR-3EX – 3 SD /1 HD input, 1 HD output
ETC....	

**DRESSING ROOMS**

8 (2-3 person) dressing rooms stage left at stage level with adjacent bathrooms and showers. These are ADA accessible.

2 large (“chorus”) dressing rooms on 3<sup>rd</sup> and 4<sup>th</sup> floors, stage right, with sinks, showers and toilet facilities. These dressing rooms are not ADA accessible.

2 additional rooms on the second floor, one stage right and one stage left. These rooms are not ADA accessible.

**A FEW GENERAL HOUSE GUIDELINES**

- Fire curtain track must remain clear.
- Smoking is prohibited.
- No food or drink in seating area.
- Any technical set up in auditorium must conform to the fire code and should be discussed with the Production Manager (i.e. camera placement, console setups)
- Rosin is NOT permissible in the theatre.
- Performances should begin on schedule, no more than 5 minutes after listed time unless approved by both House Manager and Technical Director.



## SOUND

### SOUND SYSTEM

POWER	200 amp, 3 Phase. Motion labs distro with cam lock pass through.
MIXING CONSOLE	Avid Venue SC48 (48 inputs and 16 flexible outputs) with studio grade plugins and effects
MONITOR SYSTEM	Analogue and digital monitor systems available; more details are available upon request
PLAYBACK	CD Player, 1/8" Miniplug for MP3 player
SPEAKERS	Stereo Martin MLA Compact Line Array with 8 speakers per side. (4) W8LM Front Fills (6) Martin DSX Dual 18-Inch Subwoofers
MICROPHONES	Selection of professional dynamic and condenser microphones including: Shure, Electro-Voice, Neumann, Sennheiser, AKG and Crown. Shure wireless system with handheld and lavalier microphones. Active and passive direct boxes available.
ASSISTIVE LISTENING	Listen Technologies LT-800 system, wireless. Listen Technologies LR-300-072 72 MHZ Digital Receivers.
PAGE SYSTEM	Program audio monitor and page to all dressing rooms.

**LIGHTING**

IZZY EINSIDLER (Lighting Designer/Assistant Technical Director)

Direct Line: 202-994-5524

Backstage Line: 202-994-1999

Email: [izzye@gwu.edu](mailto:izzye@gwu.edu)

Power: 400 amp 3 phase disconnect, tails terminated with 4 OT cam locks  
Motion Labs Disto 208V x 48 CH x 200amp

Dimming: (ETC) LP Sensor Rack 96 dimmers x 2.4k  
(ETC) LP Sensor Rack 48 dimmers x 2.4k

Control: ETC GIO console 4k

**LIGHTING INVENTORY**

For reference only. Contact Production Department for Lisner Rep Plot. Availability of lighting inventory, not included in Rep Plot, is subject to advance discussion.

FOH Source 4 14deg	18	Source 4 LED Profile Spots 26deg	16
FOH Source 4 19deg	14	Source 4 LED profile Spots 36deg	26
FOH Source 4 26deg	4	2K Fresnels	6
Source 4 5deg	6	Strobe	1
Source 4 10deg	12	Wybron Scrollers	20
Source 4 14deg	24	Follow Spot Lycian M2	2
Source 4 19 deg	17	Robe Robin Pointe	3 (floor)
Source 4 26deg	42	Mac Aura	24
Source 4 36deg	43	Mac 700 Profile	12 (2 floor)
Source 4 50 deg	7	Chroma Q-Color Force LED 72"	8
Source 4 Pars	73	Color Blast TRX LED units	12