

Joni Logan Auditorium

Fort Myers High School

2635 Cortez Blvd

Fort Myers, Florida, 33901

Operations Manual

Joni Logan Auditorium

Overview

The Joni Logan Auditorium is a traditional proscenium style theatre designed to meet the needs of performing artists, guest speakers, debates, multi-media presentations, and general assembly.

The theatre has a full 38 X 30 foot stage area, two dressing rooms, two wing spaces, a technical booth, and seating for up to 950 persons. Sound and lighting are available through in-house systems with wiring available surrounding the performance space.

The goal of the space is to provide optimum performing and teaching space for productions of Fort Myers High School. The auditorium is maintained for access by the community for both school district and outside events. Additionally, the space is prepared for maximum audience access and enjoyment of the activities produced in the auditorium.

Reserving the Auditorium

The Joni Logan Auditorium is available for school productions, Lee County Public School activities, and private rentals. Since the space is used periodically as a teaching space, reservations are required for all performances, rehearsals, and events.

Parties interested in reserving the theatre need to contact the Activities Director for Operations at 334-2167 to inquire into availability and contractual agreements. After the date is reserved and the paperwork is completed a written confirmation will be forwarded to the renter with copies to the FMHS Activities Director.

Fort Myers High School events take precedence over outside rental dates.

Auditorium Personnel

Auditorium personnel, student or professional, will adhere to industry standards in conduct, safety, and quality of work. Auditorium personnel will regard performers, audience members, and fellow workers with respect and encouragement.

All personnel are responsible for the replacement of equipment to storage locations. No personnel are excused from rehearsal of performance calls until the auditorium manager or head electrician has "cleared" the crew. All crew members can be called on from time to time to clean up, strike sets, assemble staging, and any other activities deemed necessary to the production. All members are expected to participate fully in the activities with a professional attitude. Dress code for performance calls will be black pants, shirts and rubber soled shoes (No printing on the shirts).

Front of House

The school lobby will be made available to renters and users of the auditorium. Each party accessing the auditorium will handle box office and house management duties. All parties using the auditorium will follow the guidelines listed below in the management of their audiences.

- The house will open to patrons one half-hour prior to performances.
- Under no circumstances should food and beverages be brought into the theatre house at any time.

- Smoking is prohibited in all areas of the auditorium at all times. There will be no exceptions.
- No storage of any kind will be permitted in any areas of the theatre without permission from theatre management.
- Any need for tables or chairs must be arranged with the auditorium management. No chairs may be placed in the aisles or in exit paths at any time.

Ushers

Ushers are to be supplied if needed by the parties using the facility. The duties and guidelines are a recommendation for the use of ushers in conjunction with performances.

1. Ushers are responsible for holding patrons in the lobby, tearing tickets, handing out programs, and seating through the late seating period.
2. Ushers are responsible for opening doors at the intermission and closing the doors as performances begin.
3. Ushers will watch for disturbances and inappropriate behavior such as crying babies, talking, restless children, camera flashing, wearing caps, unauthorized photography or videotaping, etc.
4. All personnel should be at their assigned post during intermission to prevent refreshments from being brought into the auditorium and to provide needed assistance to patrons.
5. All personnel need to learn necessary emergency procedures, rapid exit techniques, location and use of fire extinguishers, and to be prepared to render any needed assistance to patrons.
6. Ushers will assist with the entrance, exit, seating location and any special needs of handicap patrons.
7. Ushers will learn the location of the on-duty building support personnel.
8. Being in attendance for assigned performance is very important. When an usher is absent, others must be called in for extra duty. Ushers must be at assigned post at the prescribed time for performances to run smoothly.
9. All personnel should know the locations of the following: bathrooms, drinking fountain, all exits and emergency exits, fire extinguishers, box office, dressing rooms, building support personnel, telephone.
10. Ushers should plan to arrive forty-five minutes prior to performance time. The house manager will give specific instructions and assignments for ushers at this time.
11. The dress code for ushers is in keeping with the type of event.
12. Ushers are to help stuff or fold programs as necessary.
13. Ushers should be at stations at the time the house is opened. Personnel should not allow audience members in the auditorium or "open the house" without the permission of the auditorium user or manager.
14. Ushers should remain at their assigned station during intermission to assist the audience.
15. Ushers should know where to find first aid supplies, and how to summon emergency assistance.
16. Should you require ushers for your event, the FMHS drama department may be able to supply them for an additional donation or individual contractual payment.

Auditorium Maintenance

1. Fort Myers High School building support personnel will clean and prepare the auditorium and all front-of-house facilities to be ready one-hour prior to the performance.
2. Staff, faculty, students, and all users of the auditorium are to maintain reasonable care as to the neatness and cleanliness of the facility while it is in use.
3. The dressing rooms and their attached restrooms are to be maintained in a neat, clean, no fire hazard condition. Costumes and other materials related to other productions are not to be handled or disturbed by outside groups.
4. Students, faculty, and other public users are asked to treat all areas of the building with the same respect they would enforce in their own facilities and homes. Garbage should be placed in the proper receptacles.
5. Due to classes and public uses of the facility, all equipment, sets, and costumes should be returned to their proper storage space at the end of the performance "run." Anything brought to the auditorium by a user should be taken away when the time of the use is complete.
6. Constructions or temporary storage of chairs, props, etc. which impeded or block fire exits, pull stations, or extinguishers are forbidden.

Technical Guidelines

1. At all times only personnel authorized by the auditorium management are permitted in the backstage areas, including the booth, catwalk, and spotlight windows.
2. At all times only personnel authorized by the auditorium management are permitted to operate equipment connected with the auditorium.
3. Movement of any FMHS equipment in the auditorium will be accomplished with the approval of the auditorium management. Any items moved or changed with approval shall be returned to their original position after final performance.
4. Constructions or temporary storage of chairs, props, etc. which impede or block fire exits, pull stations, or extinguishers are forbidden.
5. The use of paints, spray paints, sealers, glues, or other materials generating fumes/odors are not permitted anywhere within the interior of the premises. All painting and use of fume producing materials must be applied in the loading dock area. For circumstances requiring the painting/construction of large sets, drop cloths must be used and all paint must be promptly cleaned after use.
6. There will be no mounting of lighting, sound/video projection equipment, or running of cable in the house without the approval of the auditorium management.
7. Load-out of all equipment and the restoration of all FMHS equipment to its original condition must be completed following the last event; this includes backstage, front of house, and other ancillary areas such as dressing rooms, choral and band rooms. Renters should strike the auditorium the night of the event or the day after the final performance pending on rental/usage agreement.
8. Repair, maintenance and technical problems noted anywhere in the facility should be reported immediately to the auditorium management.
9. Any use of questionable or hazardous material must have approval by FMHS. "Hazardous" and "questionable" materials include but are not limited to anything toxic, caustic, corrosive, explosive, or potentially harmful. The use of fog machines should be pre-approved.

Microphones

1. Handheld wired, handheld wireless and headset wireless microphones are available from the auditorium management upon request. These must be requested at least 3 days prior to your event through a technology work order.
2. Please request the number of microphones and microphone stands necessary.
3. You must provide your own batteries. Our current wireless microphones each require two AA batteries. The wired microphones do not need any.
4. Training in use of the microphones is available from the auditorium management if needed.
5. All microphones must be returned to the auditorium management before the end of the first block the morning after the event is finished. Club sponsors should lock up microphones at the conclusion of each event. At no time should a microphone be left on stage over night or not properly secured in a safe place.
6. Any damages to microphone equipment will be paid for by the club or organization using the facilities.
7. Should you need someone to run the soundboard for your event, the FMHS drama department may be able to supply one for an additional donation or individual contractual payment.

Lighting

1. Basic lighting is available for all events. Should you need someone to run the light board for your event, the FMHS drama department may be able to supply one for an additional donation or individual contractual payment.

Woodshop

1. The woodshop is available for use by FMHS personnel with permission from the auditorium management.
2. All materials MUST be returned to their proper location upon completion of the project or class period.
3. All tools MUST be returned to their proper location when they are finished being used. This includes nails, screws, drill bits, hinges etc.
4. All sawdust must be swept or vacuumed at the end of the class period or event.

Musical Supplies

1. Performance chairs and music stands will be provided if needed. Please submit your request through a technology work order.
2. The FMHS music department has one digital electric piano with built in speakers and an RCA output, two Yamaha P22 upright pianos, a Yamaha M1 upright piano, and a Yamaha C7 grand piano. All pianos are properly maintained and are tuned twice a year. Should you need a piano for your event, please submit this request through a technology work order. Any clubs or organizations using one of the pianos MUST speak with the auditorium management about proper usage of these fine instruments.

Wireless Networking and Presentations

1. The Auditorium is equipped with a large screen on stage to be used for projecting movies and PowerPoint presentations.

2. Wireless networking is available for use with district laptop computers. Personal computers will not be able to connect.
3. You may place a microphone next to the speakers of your device to amplify the sound into the main auditorium speakers. Should you want to connect directly to the sound system, a technology work order must be submitted at least 3 days in advance.

Performance Guidelines

1. Performers must be clear of the house area 30 minutes prior to start of the performance. Arrangements for last minute rehearsals, warming-up, and other preparatory activities should be held in areas other than the house. The house should open to the public 30 minutes prior to performances.
2. Performers will be prepared by auditorium users on the proper etiquette for entering and exiting the performance area, bowing, acknowledgment of accompanist, and composure.
3. Performers will observe the "4th wall" and not greet audience members in the performance space, but exit to the lobby for interaction with the public.
4. Performers will not "break character" while in the performance space, including activities such as laughter, talking, sleeping, etc.
5. All students are expected to maintain the highest level of respect possible for their art form, their fellow performers, and themselves.

**Joni Logan Auditorium
Equipment Checkout Form**

Organization _____

Sponsor _____

Person picking up _____

Person returning _____

Microphones

	Type	Frequency	Condition	Date Out	Date In
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____

Microphone Stands

Quantity	Condition	Date Out	Date In
_____	_____	_____	_____

Musical Equipment

	Type	Quantity	Condition	Date Out	Date In
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____

I understand that my organization/club is responsible for any repairs needed for any broken or mistreated items that we use or come in contact with during our usage of the auditorium.

Sponsor Signature _____

Date _____

