

# White Theatre Technical FAQ

## GENERAL QUESTIONS

### **How many seats does the theatre hold?**

There are 500 Seats in the full theatre. The theatre has a 'half house' option, where a mid-house curtain is pulled to section off the theatre for a more intimate feeling. The seating capacity with the half house configuration is 270.

### **Is there Overflow or Standing Room Only?**

Because of fire code restrictions, standing room only is not allowed at the White Theatre. There is an overflow room that is connected to the White Theatre house and accessible through a retractable wall. This area can be setup for receptions or for overflow of an event. Seating accommodations can be made for up to 150 additional patrons, at a level seating height to the back row of the theatre.

### **Can we use the green room / dressing rooms? How many people do they hold?**

Yes. The green rooms and dressing rooms, located in the back stage portion of the theatre wing are available for use during the time of your event. The dressing rooms have stations for 11 male and 11 female individuals at one time for a max total of 22 people. The green room can accommodate, comfortably, the same number of people at one time.

### **We want to put reserved seating signs up for our honored guests, how do we do that and where are the best locations?**

The theatre has velvet reserved seating signs that can be placed on the seat backs and do not require tape or pose any damage to the chairs. We ask that you print a list of names on paper and insert into the reserved seating signs. Everyone has their own opinion on what are the 'best seats in the house' – some like to sit up close, some like to sit farther back. We ask that you consider the nature of the seating, the patrons involved (do they have mobility issues, wheel chair access or transfer seat needs). Those can be discussed with the Production Manager and coordinated with the House Manager the day of your event.

### **May we have food or drink in the theatre?**

Food and beverages, other than bottled water, are not permitted in the theatre at any time.

### **What are the dimensions of the stage?**

The stage opening is 38' Wide by 16' Tall. The depth of the stage from the opening to the Cyclorama is 27'. The mid Stage Curtain (half way point w/ a blackout drop) is 15'2" from the opening of the stage. The apron has another 8' of space in front of the opening of the stage proscenium.

### **What entrances do we use for the theatre?**

For patrons attending your event, they may use the White Theatre lobby entrance located on the west side of the building, or the Main Campus entrance located on the east side of the building. Both doors will lead (with some direction from the East Entrance) to the theatre lobby.

Load In / Load Out of equipment for your event may require additional labor fees for monitoring use of the Loading Door per policy & procedures established by the Campus Security Director. Notify the Production Manager should you have any of these needs for further details.

## **We need ushers for our event, do you provide those?**

The White Theatre has a limited pool of Volunteer Ushers we can ask to help with our event. The ushers are subject to availability. Please coordinate with the Production Manager as soon as possible should you need assistance in locating volunteer ushers for your event.

## **We need a rehearsal time for our event, how do we acquire that?**

Rehearsals in the theatre are subject to availability and at the normal daily (or hourly rate w/ 6 hour minimum fee) and is reserved at the time of the event reservation as a whole. Other locations within the Jewish Community Campus are subject to availability and must be coordinated with the campus administration. Contact Lori Berg – 913-327-8203 / [lorib@jewishkc.org](mailto:lorib@jewishkc.org) for further details and pricing structures.

## **SECURITY**

### **What security is provided as part of the event?**

All events in the theatre have one OPPD Off Duty Officer scheduled automatically. This Officer is scheduled through the Facility and Production Manager. This officer is an Armed, Off Duty Overland Park Police Officer and will be in the lobby area of the theatre one hour before the event and remain there until the lobby is cleared of patrons after the event.

Additionally, the Jewish Community Campus requires building security guards at both entrances of the facility when an event is happening outside of normal business hours. These guards will be coordinated with the Facility and Production Manager should an event be scheduled outside of Normal Campus Business Hours. The Fee for those guards is \$30.00/hr w/ a 4 Hour Minimum PER GUARD (a total of \$60.00/hr w/ 4 Hour Minimum).

#### **Regular Campus Hours are:**

Monday-Thursday: 6:30am to 10:00pm

Friday, Saturday & Sunday: 6:30am to 7:30pm

Additional security needs are based on the individual organization's requirements and are coordinated through the Facility and Production Manager at the same rate as the required OPPD Officer, \$40.00/Hr w/ a 4 Hour minimum.

## **SOUND SYSTEM**

### **Do you have microphones and a sound system to use?**

Yes. The theatre has a state of the art digital sound system and digital front of house mixing console. We have a wide range of microphones available as well. With the general facility fee, two hand held microphones (to be used on a Podium or free/standing/lecture) are included. You also have your choice of Lav. style wireless body microphones. You can use two of each, or mix and match. The total number available is two. You can add additional hand held microphones or body mics at an additional cost. Depending on the number of microphones an Audio Technician may be needed. See the Production Manager for further details.

### **Does the Theatre have the ability to project power point presentations or play DVD's?**

Yes. We require the user bring their own lap top with their presentation pre-loaded onto the lap top. It must have a VGA port (or a mini-display port to VGA Adapter if using a MAC product). The user must also provide either a clicking/advancing remote or an operator for the power point to run during the event. For DVD's or movie playback, all that is needed is a DVD/Blue Ray. The theatre has the ability to playback DVD/Blue Ray – we do not have the ability to play VHS/BetaMax/Media Files (if not otherwise on a lap top).

## **LIGHTING SYSTEM**

### **Do you have stage lighting?**

Yes. With the general facility fee a basic stage wash is included to light the stage for a presentation. If you require house lights to go up or down during your event, or if there are additional lighting requirements based on the needs of your event, additional fees may be added. Contact the Production Manager for more information and specific pricing structure on additional theatrical lighting requirements.

### **We have our own sound/lighting staff, can they be brought in or do we have to use your in-house staff. ?**

Because of the extensive use of the theatre and the multitude of events happening at one time, the White Theatre staff will need to be present and do the physical work of a lighting hang/focus. They will also be present to assist in sound setup and equipment. Other operators are allowed to 'Run the Show' from a lighting and sound stand point, but a member of the White Theatre staff will shadow and oversee the outside operator during the entire process.

## **RECEPTIONS & CATERING**

### **We would like to have a reception before or following our event, how do we set that up and what are those fees?**

The theatre has an adjacent room to the west side of the theatre, known as the Multi Activity Center (MAC Room, the same as the 'overflow' room, separated by a retractable wall) That space, as well as other locations within the Jewish Community Campus are subject to availability and must be coordinated with the campus administration. Room setups, catering needs, and other items relating to the use of those spaces as reception locations are handled through the campus administrative offices. Contact Lori Berg – 913-327-8203 / [lorib@jewishkc.org](mailto:lorib@jewishkc.org) for further details and pricing structures.

### **Is there a cleaning fee?**

For any event that has more than 100 participants, a cleaning fee is added to the final invoice of \$100.00.

# Jewish Community Campus FAQ

## **Do you have tables for receptions? If so, how many and what types?**

Tables and Chairs are considered part of the room rental and do not have a per item charge. Tables come in the following inventory:

8' Rectangular Tables = 50

60" Round Banquet Tables = 33

30" Round Cabaret Tables = 20

## **How far in advance do I need to make a reservation for a reception associated with an event in the theatre?**

As quickly as possible as rooms book up quickly, but no less than 1 week notice for reservation. Final configurations and room setups are due to be submitted no less than **One Week** before the event.

## **How am I billed for the additional room use and table rental and setup of the event?**

You can either pay off of the signed contract the week of your event, or you can be sent an invoice separate of the contract. Which option you like will be discussed at the time you place your reservation. Invoices are sent within 2 weeks of the completion of the event.

## **What are the typical fees associated with use of the MAC Room behind the theatre for a reception setup?**

MAC Room Rental Fee: \$200.00 (Non Jewish, 501c3 Organization)

Event Setup Fee: \$30.00

Outside Normal Operator Hours: \$30.00 /Hr

Security Guard At White Theatre Doors: \$30.00 /Hr

## **What rooms are available for receptions? How many people can each room hold and what comes with those rooms?**

Attached in a PDF is a copy of the Campus Rooms and details regarding each room. Also attached are the Room Rental Rules as well as pricing structure for each of the rooms.

## What are the individual Room Rental Fees?

Below is the pricing matrix for each room, based on the type of group renting the room. Note: These prices are for the ROOM ONLY, additional labor and setup fees would be added should you want setup of tables or other items for your event needs. Contact Lori Berg, [lorib@jewishkc.org](mailto:lorib@jewishkc.org) / 913-327-8203 for details.

### Organization Type:

**Group 1:** Jewish Community Campus Tenant Agencies

**Group 2:** Off-Site Jewish Organizations (Synagogues, Temples, Jewish Youth Groups, B’Nai B’rith, etc)

**Group 3:** Individual Jewish Community Campus contributors, Jewish Community Center members, HBHA Families

<b>Room</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	<b>Group 4</b>
Board Room	\$0	\$0	\$75	\$75
Conference Room A	\$0	\$0	\$50	\$50
Conference Room B	\$0	\$0	\$30	\$30
Conference Room C	\$0	\$0	\$50	\$50
Social Hall*	\$0	\$200	\$350	\$350
Dining Room	\$0	\$100	\$150	\$150
Main Lobby	\$0	\$150	\$150	\$200
Multi-Activity Center (MAC Room)	\$0	\$150	\$200	\$200
Galleria	\$0	\$200	\$250	\$250
Kitchen for Campus Event	\$0	\$50	\$50	\$50
Kitchen for Non-Campus Event	N/A	\$100	\$100	\$100

*Note: When used for humanitarian purposes.*

**Group 4:** Non-Profit Cultural, Charitable, educational and social welfare agencies.

*Note: Must provide proof of 501c3 non-profit status to the campus.*

*\*Use of the Social Hall includes: Tables, Chairs, podium, Stage, and the house system. There could be extra charges for an extraordinary setup requiring extra help or overtime.*

## What Rooms are Kosher? What does Kosher mean, and what is required to be Kosher?

The Kitchens within the Jewish Community Campus are all Kosher and by extension rooms attached to them are also considered Kosher. This includes the rooms of the Social Hall, Child Development Center, and Heritage Center.

Anything entering the kitchens must be Kosher and Vaad approved. You can contact the Vaad for more information at 913-235-6077. You will need to make arrangements with the Vaad for Supervision if the Kitchens are being used.

The other rooms attached to the Kitchen can have Kosher Catering brought in, Vaad supervision is not required for this. A list of Kosher Caterers that are recommended by the Campus are listed below.

Selected Rooms	Capacity	Amenities
<b>Multi-Activity Room</b>	80 w/ Round Tables 200 w/ Theatre Style	Carpet floor, pull down projector screen, retractable door for extra theatre style seating.
<b>Conference Room A</b>	Apx. 20	Carpet floor, telephone, internet, pull down projector screen, whiteboard, TV/DVD
<b>Board Room</b>	Apx. 40	Carpeted floor, pull down projector screen, TV/DVD, overhead projector, tackboard, white board, conference telephone, internet
<b>Social Hall</b>	480 Theatre Style 200 w/ 10 - 60" Round Tables	Carpet floor, small tiled area, large projector screen, portable stage, sound system, can be expanded to include dining room, dimmer light switches, internet connection, telephone.
<b>Dining Room</b>	125 Theatre Style 80 w/ 10 - 60" Round Tables	Vinyl floor, sound system, dimmer light switches, can be expanded to include social hall, or social lounge

**Bagel Works**  
Steve Ellenberg  
913-789-7333

**Hen House Kosher Deli**  
913-338-0600

**Kim Matsil**  
972-742-2556  
[kmatsil@yahoo.com](mailto:kmatsil@yahoo.com)

**Kosher Connection**  
Cathy Levin  
913-492-7812  
[cathy@kosherconnectioninc.com](mailto:cathy@kosherconnectioninc.com)

**Marsha Johnston Catering**  
816-797-0715  
[mjohnston@providecommerce.com](mailto:mjohnston@providecommerce.com)

**Princess Garden Chinese**  
Sam & Robert Chang  
816-444-3709

**Sheraton Crown Center**  
Westin Crown Center  
(Includes off-site catering)  
816-391-4412  
[kathleen.allen@starwoodhotels.com](mailto:kathleen.allen@starwoodhotels.com)

**Silver Catering**  
Linda Silver  
(913) 642-1837  
[razelrosey@aol.com](mailto:razelrosey@aol.com)

**Succotash**  
Beth Barden  
816-810-0394  
[Succotash67@gmail.com](mailto:Succotash67@gmail.com)

## **Whom do I contact in order to reserve a room for a reception connected to my event in the theatre?**

Contact Lori Berg, Campus Coordinator for any questions and concerns. [Lorib@jewishkc.org](mailto:Lorib@jewishkc.org) / 913-327-8203