

Technical Information  
**General Information & FAQs**  
For



Updated September 2023

# RiverCenter for the Performing Arts

## Frequently asked questions

- The crew is not union; however, we do work on a 4-hour minimum with show calls as a separate call. Hours over eight in a single day are paid at time and a half.
  - Truck loaders are paid by the hour and crew cutbacks are okay.
- Maximum lag depth is 1.5”.
- Proscenium opening is 53’ and height is 29’10”. Stage depth is 44’ 5” and width is 97’ 11”. There are no stage or overhead stage obstructions.
- Five Chorus dressing rooms are in a hallway that runs along the backstage wall. Capacity for these rooms vary from 5 to 6 individuals. Four Star dressing rooms are in a hallway that runs along the SR side of the stage. Capacities for these are three individuals apiece. Also, located down one flight of stairs are one star dressing room that accommodates 4 and two chorus dressing rooms that both accommodate 8.
- FOH mix position is located in a 12’x 8’ pit in about the center of the orchestra level seating
- FOH push for audio and lighting (if able to fit in mix position) is via a stage lift down to orchestra level. If lighting needs to go into one of our lighting booths, the push is down a hallway into the lobby and up a carpeted ramp to booth position.
- Length of snake to reach FOH mix position should be a minimum of 150’
- There is a paging system that is fed to the dressing rooms
- There are four dry lines run to the spot booth
- DMX patch locations are DSR and DSL against proscenium wall. There are 25w running lights along the perimeter of the stage, however, the house predominately uses 10 dimmable source four lekos found SL, SR, and along the upstage wall for wing lighting.
- House lighting is run from Paradigm architectural lighting system located in the back of the orchestra level in the lighting booth.
- There are pre-hung pick lines SR and SL.
- The locking rail is located stage level SR.
- Disconnect Power for lighting and audio is located SL.
- There is **NO** shore power.
- Capacity of venue is 1982 fully seated. Small orchestra pit capacity is 1953.

- Any questions regarding merchandise, front of house, or house security, should be directed to Latisha Wells, Director of Patron & Customer Services, at [LWells@rivercenter.org](mailto:LWells@rivercenter.org) or 706-256-3603.
- Questions regarding dressing rooms, backstage catering, or backstage security should be directed to Robin Peacock, Director of Facility & Event Operations at [RPeacock@rivercenter.org](mailto:RPeacock@rivercenter.org) or 706-256-3616.
- The Director of Production is John Davis. He can be reached at [jdavis@rivercenter.org](mailto:jdavis@rivercenter.org) or 706-256-3629.

### **General Information**

#### **Staff**

RiverCenter's production department consists of a professional, full time, non-union staff. The Director of Production is the manager of this crew. The Director of Production is John Davis. He can be reached at 706-256-3629 or [jdavis@rivercenter.org](mailto:jdavis@rivercenter.org)

A local event staff is available for visiting productions. Rates for this crew can be obtained through the Director of Production.

#### **Directions**

All directions are to the Loading Dock/Stage Door at 935 1<sup>st</sup> Avenue.

The Stage Door and Loading Dock will be on your right.

#### **Directions from Atlanta (From the North)**

- Take Interstate 85 South to Interstate 185
- From I-185, take exit 10 (Highway 80 West, toward Phenix City, Alabama)
- Follow until Exit 1, 2<sup>nd</sup> Avenue
- Continue on 2<sup>nd</sup> Avenue to 10<sup>th</sup> Street
- Take right onto 10<sup>th</sup> Street
- Turn left onto 1<sup>st</sup> Avenue

#### **Directions from Montgomery (From the West)**

- Take Interstate 85 North
- Take Exit 62, Highway 280 East toward Phenix City/Columbus

- Cross the state line (Chattahoochee River) into Columbus
- Take a left onto Veterans Parkway (Hwy 27)
- Take a left onto 10<sup>th</sup> Street
- Turn left onto 1<sup>st</sup> Avenue

#### **Directions from Albany (From the South)**

- Take Highway 82 West/GA 520 West
- When you reach Columbus, you will continue on this Highway which becomes Victory Drive
- Follow Victory Drive to Veterans Parkway (Hwy 27)
- Take a right onto Veterans Parkway
- Follow Veterans Parkway to 10<sup>th</sup> Street
- Take a left onto 10<sup>th</sup> Street
- Turn left onto 1<sup>st</sup> Avenue

#### **Directions from Macon (From the East)**

- Take US Highway 80 West
- When you enter Columbus, you will take Exit 1, 2<sup>nd</sup> Avenue
- Continue on 2<sup>nd</sup> Avenue to 10<sup>th</sup> Street
- Take right onto 10<sup>th</sup> Street
- Turn left onto 1<sup>st</sup> Avenue

#### **Loading Dock**

The loading dock is located at 935 1<sup>st</sup> Avenue. The loading dock has 2 enclosed bays and 2 mechanical leveling plates. Upon request, some shows may be able to leave trailers parked in the bays; cabs must be detached. The loading dock is approximately 50 feet from the stage with no obstructions and a level push. Fork lifts are not necessary.

## **Parking**

RiverCenter has some street parking available at the loading dock and stage door. Upon request, additional parking may be available. Please be advised that RiverCenter has no shore power available. All vehicles other than a semi or touring bus need to have a RiverCenter parking pass on the vehicle to legally park on the curb. Parking for cars is also available in the parking deck on Broadway across from the RiverCenter lobby at no charge. Please discuss parking during the advance with the Director of Production.

## **Addresses**

### **Lobby Address**

900 Broadway  
Columbus GA, 31901

### **Loading Dock & Stage Door Address**

935 1st Ave  
Columbus GA, 31901

### **Freight Shipping Address**

935 1<sup>st</sup> Avenue  
Columbus, GA 31901

### **Non-Freight Shipping Address**

900 Broadway  
Columbus, GA 31901

### **Mailing Address**

P.O. Box 2425  
Columbus, GA 31902

If you are shipping items in advance of your production please alert John Davis at (706)256-3629 [jdavis@rivercenter.org](mailto:jdavis@rivercenter.org). If you are shipping merchandise, please alert Latisha Wells at (706) 256-3603 [LWells@rivercenter.org](mailto:LWells@rivercenter.org)

### **Merchandise**

Director of Patron & Customer Services, Latisha Wells, handles all merchandise (706)256-3603 [LWells@rivercenter.org](mailto:LWells@rivercenter.org) Please direct any questions on setup location, percentages, etc.... to her attention.

### **Visiting Production Office**

RiverCenter has one (1) visiting production office. It is located upstage left of the stage. This office contains two (2) 6ft. tables. There is a T1 internet connection available in this room. Larger touring shows often use the adjacent dressing room as an office. It also has a T1 connection. Please advise in advance if you plan to use either of the rooms as an office.

### **Greenroom**

RiverCenter has one (1) greenroom. The greenroom is used for all production catering. It is located upstage right of the stage. This room contains a sink and a standard refrigerator. The standard configuration for the green room is a couch and love seat, two end tables, a coffee table, and a rug to provide a sitting area. There are also 3 round tables and seating for 15 people as well as 3 six-foot tables to serve food from. If your production requires a different configuration please contact the Facility and Operations Director, Robin Peacock at (706) 256-3616 [RPeacock@rivercenter.org](mailto:RPeacock@rivercenter.org)

### **Dressing Rooms**

RiverCenter has enough dressing rooms to accommodate most productions. On the main stage level, we have five (5) chorus dressing rooms and four (4) star dressing rooms. These rooms are located immediately upstage. There are doors leading to the dressing rooms upstage left, upstage right, and downstage right. All dressing rooms are equipped with lit, mirrored makeup stations, metal folding chairs, a sink with hot and cold water, and a hanging rack.

**A Downloadable PDF drawing of these Dressing Rooms is available on our website.**

**Chorus Dressing Room 1208:**

Seven (7) Stations

**Bathroom shared between 1208 and 1211:**

Three (3) Showers

One (1) Handicapped Shower

Three (3) Sinks

Two (2) Urinals

One (1) Toilet

**Chorus Dressing Room 1211:**

Six (6) Stations

**Chorus Dressing Room 1212:**

Six (6) Stations

**Chorus Dressing Room 1213:**

Six (6) Stations

**Bathroom shared between 1213 and 1215:**

Three (3) Showers

One (1) Handicapped Shower

Two (2) Toilets

Four (4) sinks

**Chorus Dressing Room 1215:**

Five (5) Stations

**Star Dressing Room 1217:**

Three (3) Stations

Private shower/toilet/sink

**Star Dressing Room 1219:**

Three (3) Stations

Private shower/toilet/sink

**Star Dressing Room 1221:**

Three (3) Stations

Private shower/toilet/sink

**Star Dressing Room 1223:**

Three (3) Stations

Private handicapped shower/toilet/sink

We have additional dressing rooms located one flight down. The staircase leading to these dressing rooms is accessed through a downstage left door. There is a freight elevator to this level as well.

Located downstairs are two (2) chorus dressing rooms with the same equipment as mentioned for the upstairs chorus rooms. The one difference is that these rooms have showers and restrooms located in the dressing rooms. There is one (1) additional star dressing room located downstairs.

**A Downloadable PDF drawing of these Dressing Rooms is available on our website.**



**Chorus Dressing Room 009:**

Eight (8) Stations

Two (2) Toilets

Two (2) Sinks

One (1) Handicapped Shower

**Chorus Dressing Room 007:**

Eight (8) Stations

Two (2) Toilets

Two (2) Sinks

One (1) Handicapped Shower

**Star Dressing Room 004:**

Four (4) stations

One (1) toilet

One (1) sink

There are two (2) changing rooms located next to the orchestra pit entrance downstairs. These rooms do not have counters or makeup stations. When used, RiverCenter will provide tables, chairs, and one full length mirror per room. Each room has a place to hang costumes/clothes. There are male and female restrooms located directly across the hall from these rooms.

**Wardrobe**

RiverCenter has one small wardrobe room located one flight down from the stage level. This room can be accessed via stairs or a freight elevator. This room has one (1) standard washer and dryer, and one (1) utility sink with hot and cold water. Two additional washers and dryers are located approximately 75 feet from this room in a mechanical room. These washers do not have hot water.

RiverCenter owns one (1) iron and ironing board, twenty (20) Z frame rolling racks, and two (2) Jiffy professional steamers. These items are available for your use. The steamer must only be filled with distilled water. If you are not traveling with any, we have a small amount available.

## **Hotels**

The following is a list of RiverCenter's Partner Hotels:

\*Marriott

800 Front Ave

706-324-1800 x2263

\*Within Walking Distance

## **Restaurants**

The following is a list of restaurants located within walking distance to RiverCenter

### **Agave Bar & Grill**

Mexican

1110 Broadway

(706) 221-4614

### **The Black Cow**

American

115 12<sup>th</sup> St

(706) 321-2020

### **Barbaritos**

Tex Mex

1012 Broadway

(706) 940-0322

### **The Cannon Brewpub**

Pub Style

1041 Broadway

(706) 653-2337

### **Downstairs At The Loft**

American Style

1032 Broadway

(706) 596-8141

### **Fountain City Coffee**

Coffee & Tea

1007 Broadway

(706) 494-6659

**Houlihans**

Modern American Style  
800 Front Avenue  
Inside of the Marriott  
(706) 324-1800

**Iron Bank Coffee**

Coffee, Sandwiches, Salads, & Pastries  
6 W 11<sup>th</sup> St  
(706) 992-6609

**Minnie's Uptown Restaurant**

Homestyle Cooking (Lunch Only)  
104 8<sup>th</sup> Street  
(706) 322-2766

**Momma Goldberg's Deli**

Sandwiches and Salads  
1101 Broadway  
(706) 221-6011

**Ruth Ann's Restaurant**

Diner Style (Breakfast & Lunch Only)  
941 Veterans Pkwy  
(706) 221-2154

**Samurai Japanese Cuisine and Sushi**

Bar Japanese Style  
1009 Broadway  
(706) 221-0020

**Smoke Bourbon & BBQ**

BBQ  
1047 Broadway  
(706) 221-9889

**Subway**

Sandwiches & Salads  
1123 Broadway  
(706) 320-0086

**Your Pie**

Pizza

1019 Broadway

(706) 221-6899

**Catering and Hospitality**

All backstage catering must be coordinated with the Director of Facility & Event Operations, Robin Peacock. All backstage catering is done in the greenroom. You can email her at [RPeacock@rivercenter.org](mailto:RPeacock@rivercenter.org) or call (706)256-3616. Please note that, due to the requirements of our alcoholic beverage license, any alcohol consumed on the premises must be provided by RiverCenter. Anyone found in violation of this rule will be fined \$1,000.

**Medical Information****Hospitals**

Piedmont Columbus Regional Hospital

710 Center Street

706-571-1000

St. Francis Hospital

2122 Manchester Expressway

706-596-4000

**General Practice – Walk In**

**Piedmont Urgent Care Uptown**

101 13<sup>th</sup> St, Suite 200

706-494-4949

**Peachtree Immediate Care**

3465 Macon Rd, Suite D

706-541-8847

**Chiropractor**

**Columbus Chiropractic Center**

1315 Delauney Ave

706-221-2361

**Dentist**

**Midtown Dental Care**

1380 14<sup>th</sup> St

706-452-9082

## **Miscellaneous**

### **Grocery**

#### **Piggly Wiggly**

512 13<sup>th</sup> St

Phenix City

706-291-0846

### **Pharmacy**

#### **Dinglewood Pharmacy**

1939 Wynnton Road

706-322-0616

### **Laundry**

#### **Soap Haven**

3460 University Ave.

706-568-9989

### **Dry Cleaner**

#### **Continental Cleaners**

5600 Milgen Rd

706-561-5505

### **Wade Cleaners**

1124 Linwood Blvd

706-322-1611

### **Limousine**

**Columbus Limo &**

**Transportation 706-888-8888**

### **Taxi**

**Goldstar Taxi**

706-562-8888

**Elite Cab Company**

706-992-1008

**Yellow Cab of Columbus**

706-322-1616

### **House Rules**

We sincerely hope you have a pleasant and positive visit at RiverCenter. Our staff will make every effort to accommodate your needs so that your production runs smoothly. We are here to help you in any way possible. You can help us by observing the following house rules:

#### **Building**

Absolutely NO nails, tacks, tape, or adhesive of any kind should be used on any surfaces of the theatre, lobby, dressing rooms, or other areas. This includes the seats. If you need to reserve seats, please talk to the Technical Director or Stage Manager.

Blue painter's masking tape is available upon request, free of charge, for any signs you need to post backstage. Please contact the Technical Director or Stage Manager before posting anything.

Smoking is not permitted in any area of RiverCenter.

Please remember that this is a large facility and frequently events occur simultaneously. To avoid unnecessary interruptions or awkward situations, please stay in your designated theatre and its support area. For this same reason, we ask that you only use the lobby for “official” needs.

For security purposes we ask that you enter and exit through the STAGE DOOR only.

If you expect to meet friends or relatives after a performance, please meet them outside of the STAGE DOOR or you can meet them in the lobby. Please note that guests are not allowed backstage without prior approval of the Technical Director or Stage Manager.

Absolutely no food or drink is allowed in the seating area of the theatres.

If your production uses the seating area for a holding area during rehearsals, we ask that you do not put bags in the seats, hang clothing on the seats, put your feet in the seats, climb over the seats, apply makeup in the house, or anything else that could damage the seats.

Please do not prop any doors without checking with the Technical Director/ or Stage Manager. This will ensure that this door stays propped open. Doorstops are available; do not use chairs, road cases, etc.

### **Production**

If your production utilizes smoke/haze, we will need to turn off our smoke alarms in advance. Please advise the Director of Production in advance that we will need to make these arrangements. Please note that on the day of your event we will need ½ hour notice prior to the firing of any smoke or haze.

We ask that all mechanical doors and the leveling plates in the loading dock be operated only by RiverCenter employees.



When using our Genie lift, all outriggers must be in place. **No exceptions.**

All belongings must be removed from the building at the conclusion of load out. If your production must leave something at RiverCenter, we ask that you make arrangements with the Director of Production prior to your load in. RiverCenter assumes no responsibility for any items left behind.

Please do not climb onto or jump off the stage apron. We will be happy to direct you to the stairs or the path to get to the house.

Please avoid touching or holding onto the stage drapes. Do not attach anything to the stage drapes without approval from the Technical Director or Stage Manager.

If you use our main for your production, we ask that you do not go through the middle of the curtain or through the sides of the curtain. There are doors located stage left and right that lead directly to the apron; please use these doors.

Please do not place anything on the piano, covered or uncovered.

Please do not remove chairs from the dressing rooms. If you need additional chairs, please ask the Technical Director or Stage Manager.

All coordination between the visiting production and the House staff will be done through the Technical Director.

Under no circumstance should the performance begin or the intermission end without coordination between the visiting production and the Stage Manager.

Any major construction or painting must be done in the loading bays. All spray painting must be done in the loading bays.