



ETHERREDGE CENTER RENTAL FAQ

House Manager (HM)

The primary point of contact for all public-facing interactions. They will oversee all activity in the lobby and/or in the auditorium seating area.

The HM is required for all events held in the Etherredge Center.

Production Manager (PM)

The primary point of contact for all backstage & onstage activities. They will oversee all activity & personnel related to the technical aspects of the event.

The PM is required for any event that uses a theatrical space.

Lighting Designer (LD)

Designs lighting looks, effects, and cues for events onstage.

The Etherredge provides a basic house light plot that provides general coverage to all areas of the stage. Events that require more than a basic plot or extra cues may require an LD. Renters will need to provide their own LD.

Sound Engineer (SE)

Responsible for all sound playback, amplification, effects & microphone mixing.

The Etherredge provides basic sound playback & amplification. Renters must provide all sounds & music cut and edited as desired. Events that require the mixture of sound output from multiple instruments & voices may require an SE. Renters will need to provide their own SE.

Stage Manager (SM)

Coordinates between the performers & the technical staff during your event. If your event requires lighting, sound, scenery, or projection activity, the SM tells the different technicians when those things should occur.

If the event requires complex stage, lighting, sound, or flying elements renters must provide a SM. If not, renters will be charged for a student SM.

Ushers

Assist audience members by directing them to their seats, taking tickets & answering general questions.

Ushers are required for any event in a theatrical space. Number of ushers is determined by the HM. Renters can provide their own or can request our volunteer ushers. If none are available, renters will be charged for student workers.

Production Assistant (PA)

PA's are individuals who operate light boards, sound boards, fly systems, spotlights, and assist with backstage & onstage activity.

Renters will be charged for student PA's. The need for PA's will be determined by the PM & discussed with the renter in the production meeting.

General Reminders

- We will attempt to accommodate "day of" requests, but do not guarantee those capabilities.
- Any food & beverage needs must be arranged through USCA on-campus catering.
- The Etherredge Center does not sell tickets or advertise for rental clients. We will share social media posts if you tag us on Facebook and Instagram.
- The Etherredge Center does not provide recording or live streaming services.
- Parking and/or idling is not allowed in the Etherredge Center loading dock.
- Fire safety areas/exits may not be blocked.