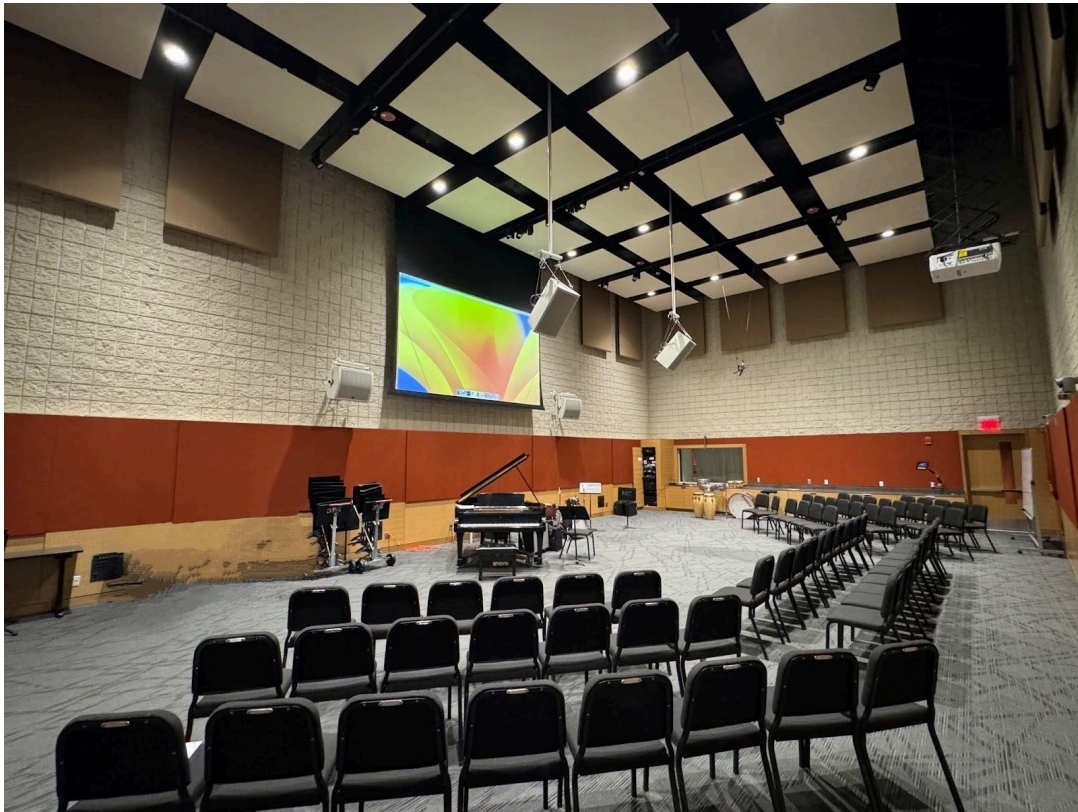


Eben Jordan Ensemble Room

Production Guide and Technical Specifications



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General Information

Performance and Event Management

Below you will find a breakdown of all points of contact in relation to your potential event needs. When initially requesting a booking and eventually confirming a contract, you will be in touch with Heather Martell (Heather.Martell@necmusic.edu). Once a date is confirmed for your event, the NEC Manager of Rentals will be your liaison to the Production Team, Recording and Performance Technology Services Team (RPTS), and Box Office Team, and will ensure to put you in contact with each department in relation to your needs. For more information, please review our Appendix Guides A, B, and C, which will be included with your contract for future reference.

BUSINESS RELATIONS, EVENT MANAGEMENT, AND RENTALS

Heather Martell
Manager of Rentals & Partnership Programs
Heather.Martell@necmusic.edu
Ex. 1363

Anna Kelvelson
Manager of Conservatory Scheduling & Events
ak1178@necmusic.edu
Ex. 1158

BOX OFFICE

Grace Sexton
Box Office Manager
gs1967@necmusic.edu
Ex. 1142

PERFORMANCE PRODUCTION

Bob Winters
Director of Performance Production Services
bob.winters@necmusic.edu
Ex. 1263

Catherine Cooper
Assistant Director of Performance Production Services
cc7668@necmusic.edu
Ex. 1186

Miguel Ferreira
Technical Director
mf1401@necmusic.edu
Ex. 1386

Daniel Meza
Instrument Librarian
daniel.meza@necmusic.edu

Ex.1265

RECORDING AND PERFORMANCE TECHNOLOGY SERVICES (RPTS)

Lisa Nigris

Director of Recording and Performance Technology Services

lisa.nigris@necmusic.edu

Ex. 1274

Personnel and Artist Entrances

Entrances to the Student Life and Performance Center (SLPC) are limited to the main 255 Huntington Avenue entrance. (If requested in advance, there is a loading dock entrance for equipment load-in off of public alley #822.)



Vendors

There are no exclusive vendors for production equipment with the SLPC. Production Management can make outside vendor recommendations upon request. A Partnership with Rebecca's Food Services is in place and can provide catering upon request.

Drawings and Documents

Drawings and documents are available in PDF format. Please contact the NEC Manager of Rentals to request files.

Recording

Recordings inside Burnes Hall must be approved by the NEC Production Team and RPTS. Charges may apply and Licensee may need to enter into a separate recording rights agreement(s). Once approved, please make arrangements with Production Management and the RPTS team regarding the load-in, setup, and operation of any recording equipment. More information in relation to recording services can be found in NEC's Appendix B, which will be included with your contract for future reference.

Press Information and Guidelines

Any promotional imagery that your organization would like to have added to your event posting on the New England Conservatory website can be advanced with the Box Office team. The image files must have the dimensions of 300x300.

NEC offers poster cases on the Jordan Hall building along Gainsborough Street and Huntington Avenue in which renters can advertise upon request, pending availability. Posters should be no larger than 81" tall by 38" wide. All posters should be confirmed with and then mailed to the attention of Bob Winters, Director of Performance Production.

IT Services

Wireless access is available throughout the building via the "NECGUEST" network.

ADA Accessibility

The building is ADA accessible via the ramp at the 255 Huntington Ave entrance and elevators are accessible in the SLPC lobby to the second floor.

Other Helpful Information

Concert Hall Specifications

Student Life and Performance Center Building

Eben Jordan can be found on the 2nd floor of the SLPC. There are elevators past the security check-in desk or patrons may take the stairs upon entrance to the building.

Evolv Security and

NEC is pleased to announce a significant security enhancement. Evolv Express security gates are located at the entrances of both the Student Life and Performance Center (SLPC) and Jordan Hall. Each building will now adopt a one-way traffic pattern, marked by signage for entrances and exits.

As you attend events on campus, you'll notice open-air gates equipped with sensor technology at the entrance of each building. These gates, which are also installed in performance venues like Symphony Hall, are intended to detect prohibited weapons that may be concealed in cases, bags, and pockets. We ask that you please allow for a few minutes of additional time for this new process when coming to campus for an event or performance.

Stage Specifications

EBEN JORDAN “EJ” ROOM

→ Please contact the Rental Office for more information at: rentals@necmusic.edu

Room dimensions are 30' wide by 52' deep.

Capacity

Eben Jordan Room has a maximum capacity of: 130

Lighting

Please contact the Rental Office for more information at: rentals@necmusic.edu

Presentation Systems

1. Sony WUXGA 7500 Lumens Laser Projector (Installed)
2. Da-Lite 65"x102" Screen (Installed)
3. Fulcrum DX1226AC Speakers (Projection Playback, Installed)
4. HDMI Input (Video and Audio)

Audio

Audio recording and amplification services are available for hire through NEC's RPTS department.

1. Schoeps MK5 Small-Diaphragm Condenser Microphones (ORTF Configuration)
2. Grace M108 Microphone Preamp
3. Fulcrum FA15AC Speakers (PA Speakers, Installed)

Video Services

A single camera video recording service is available for hire through NEC's RPTS department.

1. PTZ Optics Move 4K Remote Control Video Camera

Pianos

There is one 9ft. Steinway D piano available in this space. Piano tuning and usage fees are billed as part of the event invoice.

Percussion/Auxiliary Instruments

Percussion or auxiliary instruments in Eben Jordan are available with previous consultation, and confirmation, from our Director of Performance Production Services and Instrument Librarian.

Backstage Areas

GREENROOM/HOLDING ROOMS

NEC has various classroom and practice room spaces available for rent. Please contact the NEC Rentals team for available options.