

# Burnes Hall

## 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 Carlos Dolan ([Carlos.Dolan@necmusic.edu](mailto:Carlos.Dolan@necmusic.edu)) and/or Heather Martell ([Heather.Martell@necmusic.edu](mailto: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**

Carlos Dolan  
Executive Director of Production and Venue Operations  
[Carlos.Dolan@necmusic.edu](mailto:Carlos.Dolan@necmusic.edu)  
Ex. 1335

Anna Kelvelson  
Manager of Conservatory Scheduling & Events  
[ak1178@necmusic.edu](mailto:ak1178@necmusic.edu)  
Ex. 1158

Heather Martell  
Manager of Rentals & Partnership Programs  
[Heather.Martell@necmusic.edu](mailto:Heather.Martell@necmusic.edu)  
Ex. 1363

### **BOX OFFICE**

Grace Sexton  
Box Office Manager  
[gs1967@necmusic.edu](mailto:gs1967@necmusic.edu)  
Ex. 1142

Ben Maines  
Assistant Box Office Manager  
[bm8263@necmusic.edu](mailto:bm8263@necmusic.edu)  
Ex. 1246

### **PERFORMANCE PRODUCTION**

Bob Winters  
Director of Performance Production Services  
[bob.winters@necmusic.edu](mailto:bob.winters@necmusic.edu)  
Ex. 1263

Catherine Cooper  
Assistant Director of Performance Production Services  
[cc7668@necmusic.edu](mailto:cc7668@necmusic.edu)  
Ex. 1186

TBA  
Technical Director  
[@necmusic.edu](mailto:@necmusic.edu)  
Ex. 1386

Daniel Meza  
Instrument Librarian  
[daniel.meza@necmusic.edu](mailto: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](mailto: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

Burnes Hall 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

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

### **BURNES HALL**

→ Please contact the Rental Office for more information at: [rentals@necmusic.edu](mailto:rentals@necmusic.edu)

### Capacity

Burnes Hall has a maximum capacity of: 200

### Lighting

Please contact the Rental Office for more information at: [rentals@necmusic.edu](mailto:rentals@necmusic.edu)

### Presentation Systems

1. Sony WUXGA 7500 Lumens Laser Projector (Landscape, Installed)
2. Da-Lite 72.5"x116" Screen (Landscape, Installed)
3. Fulcrum FA15AC Speakers (Landscape Pair, Installed)
4. HDMI Input (Video and Audio)

### Audio

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

1. DPA 4011 Small-Diaphragm Condenser Microphones (ORTF Configuration, Short Side)
2. Sennheiser 8040 Small-Diaphragm Condenser Microphones (ORTF Configuration, Long Front)
3. Grace M108 Microphone Preamp

### 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 Cameras (Portrait orientation only)

### 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 Burnes Hall 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.