

BLACKMAN AUDITORIUM

Venue Information Packet (V.I.P)

Updated 07.26.23

Blackman Auditorium is located at 342 Huntington Avenue in Ell Hall. It is a large theatre/auditorium with both an orchestra and a balcony section. The room has great acoustics and is an ideal place for mid- to large-sized performances. It is equipped with professional lighting and sound systems, as well as theatrical soft goods. Blackman Auditorium hosts a variety of dance, music, and theatre performances, as well as classes, lectures, movies, and comedians.

Boasting a total audience capacity of ~950 seats, including fixed orchestra and balcony seating. We also provide additional wheelchair spaces and companion seating spread throughout the venue (in compliance with the ADA). Front of house, stage, and backstage areas are all wheelchair accessible.

Please read through this packet and fill out the Event Management Form online at <https://tinyurl.com/nuemform>. If you have any questions, please email the Event Operations staff at eventoperations@neu.edu and list the **venue** in the subject of the email. Just a reminder that this form is for logistics coordination and it is to be filled out **ONLY AFTER** a reservation has been secured through Curry Student Center (CSC) Scheduling Desk (cscreservations@neu.edu, x2632).

SPACE

- Blackman Auditorium is a performing arts center capable of holding events for up to 953 audience members, including 614 fixed seats in the orchestra sections, 335 fixed seats in the balcony, and 35 additional seats could be added in the orchestra pit, as well as 15 wheelchair accessible spots.
- The proscenium width is 35' and the proscenium height is 19'3"
- The stage width is 57' and has a depth of 25' (to the back wall).
- There are up to three small dressing rooms and a green room that can be used by performers. Please consult "Dressing Room Policy" listed later in this packet for details.

STAGE EQUIPMENT

- Roland FP-90 Digital Piano
- Marley Dance Floor
- 2 dead hung black travelers, 1 main rag
- 2 sets of black legs
- Cyclorama

AUDIO/VISUAL

- Yamaha CL5 72x8 Digital Audio Mixer
- ETC GIO Theatrical Lighting Desk
- 192 dimmer computerized lighting system with full lighting equipment inventory which includes:
 - **FOH Lights:**
 - A.LEDA B-EYE K10 (x4), LED LEKO lights (26 degree) on autoyokes (x8), LEKO lights (26 degree) on autoyokes w/iris (x4), Martin Era 300 (x4)
 - **Wash lights:**
 - ETC Desire D60 (x24), A.LEDA B-EYE K10 (x4)
 - **Cyc lights:**
 - ChromaQ LED Cyc lights (x7)
 - Chroma-Q Color Force II 12 LED Cyc Lights (11x)
- A full inventory of various Source Four PARs, Leko Lights (varying degrees), and 6" Fresnels with a multitude of lenses, top hats, barn doors, colored gels/gel frames and gobos
- Blackman is equipped with 16 wireless handheld microphones and 16 wireless lavalier microphones. (note: only 16 wireless mics can be used at once).
- Other microphones are available for use in Blackman as well. The Event Management staff will work with you to make sure your AV needs are met, and can also recommend outside vendors in situations where our inventory can't meet your demands.
- 6 Mounted 15" Bass Subwoofers
- 8 Mounted 12" Line Array Speakers

- 1 Mounted Christie L2k1500 16:9 15K Projector projecting onto the Cyclorama
- 1 Mounted Panasonic PT-RZ12KU 16:9 12K Projector projecting onto the 18' x 24' Motorized Screen (10' from front of stage)
- Our preferred formats for video files are .mp4 or .mov, delivered via thumbdrive or via a cloud drive link. When preparing files, please consider the aspect ratio of the projection screen, which is 16:9, and use naming conventions such as 'Video1_EventName', 'Video2_EventName' etc.
- In addition to wireless internet throughout the venue, Blackman has three hard line connections to Northeastern's internet. One is located stage right backstage, wall plate 100EL-3 (the bottom left port), one front of house by the sound booth (100EL-5, bottom left port), and one center of the balcony.
- Blackman is equipped with 4 wireless Clearcom headsets that can be used anywhere in the auditorium or lobby and are typically used by Event Management staff.

RESERVING BLACKMAN AUDITORIUM

- All events must follow the guidelines and policies set forth in this packet, as well as adhere to policies stated in the Event Management website (<https://eventvenues.sites.northeastern.edu/>) and the Student Code of Conduct (<https://osccr.sites.northeastern.edu/code-of-student-conduct/>) Exceptions may be made **only** at the discretion of the Director of Operations.
- All communication from your organization to Event Management staff should be handled by a group representative (and program manager, if the group hosting the event is a student group).
- The group representative must also complete and submit details of the event four (4) weeks prior to the date of the performance/event, by filling out the online **Event Management Form**. If the form is not completed accurately within that time period, the success of the event could be compromised, up to and including cancellation of the event.
- On the day of the event, the group representative must be on-hand to serve as point-person for communication with the Blackman staff from the time of setup until breakdown is completed.
- All events in Blackman are administered by Event Management, and our Technical Operations Managers are solely responsible for determining appropriate staffing levels for all performances and events.
- Event Management reserves the right to bill for staff used during rehearsals, as well as set-up and breakdown periods. These fees will be added to the final billing charges for the event.
- Major events like concerts, talent shows or dance performances tend to require more technical support as well as additional set up time. They may also require the addition of outside security or technical support, as well as the rental of additional crowd control devices (such as metal detectors and barriers). In these cases, a meeting with Blackman management must occur two months prior to the show. Student groups must meet with Event Management to discuss viability and costs of a production before they request funds from the Student Government Finance Board in order to make sure that any additional funds that may be required can be procured in advance.

TICKETING EVENTS

- The Ticket Center must handle all ticket transactions for events in Blackman. This includes prepaid pickup, complimentary tickets, and the printing of tickets. Husky Card, Visa, MasterCard, Discover, American Express and checks made payable to Northeastern University are accepted as payment for ticket sales. Cash is no longer accepted.
- The Ticket Center has a "no refunds, no exchanges" policy.
- Most Blackman events require tickets for admission.
- Some free events may require tickets or wrist-bands to ensure fire safety codes are met.
- For more info about tickets, email: tickets@northeastern.edu
- For more info on getting tickets, visit: mytickets.northeastern.edu
- To request ticketing for your event, please visit: <https://neu.campuslabs.com/engage/submitter/form/start/327993>

TECHNICAL/BACKSTAGE EVENT COORDINATION

- All technical requirements, (i.e. audio, visual, scenic materials, dressing room issues, technical staff etc.) are to be addressed when the Event Management Form is submitted. If the performer provides a technical rider, it must be submitted with the Event Management Form to ensure that the performer's needs are met.
- It is the responsibility of the organization sponsoring the event to ensure that the Artist(s)/Performer(s) are in Blackman no later than one hour prior to the published start time of the event. The Artist(s)/Performer(s) must be present in the space at that time to ensure that the space, audio, and other needs are appropriate for the performance before the venue is open to the public.
- The audio, lighting, and video equipment in the event space is to be used only with the permission of the Event Management staff. Any equipment used must be returned in its original working order; the group will be held responsible for any damage. Similarly, if an outside technician operates the light and/or sound boards, they **MUST** be returned to their original presets or positions.
- Blackman is equipped with a full theatrical lighting rig capable of basic stage lighting or advanced lighting effects. For advanced lighting programming, you must coordinate your needs with the Event Management staff to book the appropriate technical staff. Programming lights begins at the first rehearsal (not before) and may add additional time to your reservation.
- No smoking, fire, or live flame is permitted in the venue. Any and all scenic materials must be flame-proofed.
- The Center for the Arts and the NU Theatre Department do not lend or rent props.
- Any banners or signs must be delivered to the CSC Operations Desk at least two days in advance, to ensure that they will be hung up in time for the event. All banners must be fire-rated and have up-to-date burn tags. All banners must also have either grommets or a sleeve that can accommodate a 2" diameter pole. All banners must be under 8' tall and below 12' wide (any banners exceeding that height and/or width require review by Event Management two weeks in advance of the event to see if they can be hung).
- If onsite parking is required, arrangements can be made through the university's parking garages at an additional cost. Pricing and location information can be found at on the Web here: <https://www.masparc.com/parking-locations/> For questions, call 617-262-9851, e-mail contact@masparc.com, or visit their Customer Service Office in Gainsborough Garage.

CANCELLATIONS, NO-SHOWS & POSTPONING EVENTS:

To cancel a reservation for this major event venue, a group must email cscreservations@neu.edu. Please provide at least two weeks' notice for such cancellations. ***If an event is cancelled within two weeks of its event date, the group will be charged staffing fees. All cancellations must be in writing and submitted before 2 weeks from the event to not incur charges.*** For weekend events, cancellations must be made by **noon** on the Friday two weeks before the event to avoid charges. **For any** events where a group does not show up and there is no prior notification, the group will be charged for staffing and may not be able to book future reservations in Event Management venues.

If a group is more than fifteen minutes late from the scheduled start time, it will be regarded as a "NO SHOW." For each no-show, the group hosting will be sent an official warning letter. Three "No Shows," or late cancellations in an academic year, will result in the withdrawal of reservation privileges. "No shows" for any event requiring staff will result in a staffing fee; likewise a "no-show" for an event involving a custom set up may result in a charge for the cost of the set up.

FRONT OF THE HOUSE EVENT COORDINATION

- All Front-of-House requirements (i.e. House Managers, Event Assistants, public safety concerns, receptions, etc.) are to be included with the Event Management Form: <https://tinyurl.com/nuemform>
- A NU police officer detail is required for all events in Blackman, unless determined otherwise by NUPD. NUPD charges all groups directly for the detail officer(s), unless the event is funded by the SGA Finance Board. Certain events may require additional officers and is determined by the NUPD. Tickets for certain events will be limited to those with NU IDs. Event Management reserves the right to use wristbands or any other means to ensure proper crowd control.
- The use of the Ell Hall Concourse for book signings, meet and greets, or merchandise sales must be approved (and reserved) through the CSC Scheduling Desk and approved by the Director of Operations two weeks in advance. Any additional areas must be included in crowd control decisions made by NUPD.
- No food or drink is allowed in Blackman Auditorium at any time.
- All events are to start within a five minute window of the published start time. Any exceptions to this are to be made only by the Event Management staff.
- At the end of the performance, all patrons and student group members must exit Blackman Auditorium.

- Post-performance “Meet-and-Greet” sessions can be held for small groups in the Curry Student Center if scheduled at least two weeks in advance with the CSC Scheduling Desk. Larger “Meet-and-Greet” sessions can occur in the Ell Hall Concourse. The group hosting the event MUST include this information on the Event Management Form (<https://tinyurl.com/nuemform>) so that special arrangements can be made by NUPD and the Event Management staff to accommodate the request.
- Ell Hall Lobby and Blackman’s inner lobby are main egress points and must remain clear. Use of these areas for events is at the discretion of Facilities, NUPD and Event Management staff. The group hosting the event MUST include this information on the Event Management Form (<https://tinyurl.com/nuemform>) so that special arrangements can be made by Facilities, NUPD and the Event Management staff to accommodate the request.

OTHER VENUE POLICIES

Prohibited Items and Bag Check Procedures

In the interest of safety and security for our community, events scheduled to take place in Blackman Auditorium may be subject to security/bag checks for all attendees. Each program will be vetted individually and the decision to implement security/bag checks at the door will be made in consultation with CSI, NUPD and Event Management. In the event bag checks are required, additional security costs will be incurred. Student organizations planning to host events in Blackman Auditorium need to check with their CSI Program Manager in advance to determine if bag checks will be required. If so, the CSI Program Manager will contact NUPD directly. Departments are required to contact NUPD directly using their Event Notification/Special Detail Request Form, found here: <https://nupd.northeastern.edu/our-services/police-detail/>.

As is consistent with other major venues on campus, the following items are prohibited from being brought into Blackman Auditorium:

- Dangerous weapons*
- Alcoholic beverages
- Backpacks or bags larger than 12”x12” (*purses or baby bags of acceptable size may be allowed after being searched.*)
- Laser pointers
- Drones
- Artificial noise makers or bullhorns
- Balloons or banners/signs (unless previously approved)
- Outside food or beverage
- Strollers

***Dangerous Weapon** means those items which are, by their nature, capable of causing serious injury or death, including but not limited to firearms, knives, stilettos, daggers, switch knives, double edge knives, ballistic knives, knives with a detachable blade capable of being propelled, metallic knuckles, black jacks, blow guns, sling shots, nunchaku, zoobow, kung fu sticks, throwing stars, leather armbands or other clothing that has metallic spikes, points, or studs, explosives, explosive agents of any kind, chemical sprays, mace, oleoresin capsicum (pepper spray), tear gas, or other dangerous weapons or articles. Any item, including innocent items, when used in a dangerous fashion such as an assault and battery, may be considered a dangerous weapon.

Venue Access

Typically the event space will be open and ready for your group when your reservations starts. Please make sure you arrange the time you need to access the venue with an Event Management representative more than two weeks prior to the event. Event Management staff is required to be present at all times while a group is in Blackman, regardless of whether A/V is being used or not. At no time may a group access these locations without our staff present, and any group found violating this policy could face potential disciplinary actions/loss of privileges to book future events.

Dressing Room Policy

There are up to three small dressing rooms and a green room that can be used by performers. Each dressing room is equipped with a full bathroom, including shower, however only dressing room #3 is automatically assigned with a reservation in Blackman. If more dressing rooms or the green room are needed, you must email Event Management (eventoperations@neu.edu) at least two weeks in advance. The dimensions of the dressing rooms are:

Automatically assigned to Blackman:

Dressing Room #3: The dimensions of the room are 12.5 feet by 8.5 feet (The only dressing room automatically assigned with use of Blackman; holds 1-5 people approximately)

Other spaces in the auditorium that could be requested:

Dressing Room #1: The dimensions of the room are 13 feet by 16 feet approximately

Dressing Room #2: The dimensions of the room are 13 feet by 19 feet approximately

Green room: The dimensions of the room are 13 feet by 19 feet approximately; this room also serves as the main access point to the backstage portion of the theater so if privacy is an issue, this room is not an option, as it must remain in use by theater staff.

Event Analysis Meeting Policy:

It is highly recommended that groups hosting an event meet with their CSI Program Manager (if a student group) and a member of the Event Management team. At this meeting, they will review and update the student group as to any additional rules and restrictions and review any contracts for any outside companies/external contractors, as well as technical riders/specifications. To set up a meeting, or if you have any questions, feel free to email eventoperations@neu.edu and we will assist you with your request.

“Off Limits” Policy:

There are restricted areas in the venue that can only be accessed by the Event Management staff, and are off limits to all groups using the space, as well as audience members and performers. These areas will be marked with appropriate signage. **In Blackman**, these areas include: the tech closet, the catwalk, and any other space marked off-limits. Additionally, no one is allowed to touch or move the musical or technical equipment. All other equipment, including chairs, tables, pipe & drape, carts, music stands, etc. will need the approval and help of an Event Management staff member if the group would like it moved.

Drones:

No drones are allowed inside Blackman Auditorium.

Snow and Weather Emergencies:

In the event of a weather emergency in which Northeastern is forced to close, please check with Event Management staff, as the event could potentially be cancelled.

Food and Drink Policy:

No outside food or drink is allowed to be brought into the Blackman.

EI lobby table policy

Registration tables are not allowed in the EI lobby. Any sort of table with some sitting in chairs behind it can only happen in the Blackman inner lobby. Tables in the EI lobby may only go up against a wall, no chairs are allowed. No food or drink is allowed to be distributed in the EI lobby.

Painting Policy:

Absolutely no painting will be allowed in or on the event space property. This applies to regular paint, spray paint, powdered coloring dust and glitter, confetti, which can damage equipment. Use of any of these materials will incur a clean-up cost and jeopardize your group's ability to reserve events in the future.

Load-In Policy:

The most common way for groups hosting an event to load in prior to their event is through the Wheel Chair Access area, a set of double doors (83.5" tall x 63.75" wide) located by Gallery 360 in the EI Concourse. Sometimes groups require larger equipment such as furniture, set pieces or other props for their event, in which case, Blackman has a freight elevator that can be used to access the backstage area, located on the ground floor of the Curry Student Center (adjacent to a loading area). The dimensions of the freight elevator are 111" deep x 70" wide x 95" tall, with the elevator door measuring 78" tall x 49" wide. All load-ins must be coordinated with Event Management staff 2 weeks prior to the event itself. Please also see our storage policy in case these items need to be stored temporarily in the venue.

Storage Policy:

As space is limited, groups are not allowed to store anything in the event space unless it has been approved by Event Management's Director of Operations. To get approval, a written document must be submitted via email to eventoperations@neu.edu at least TWO WEEKS in advance, detailing sizes of the items (including set pieces or scaffolding) and exactly where the group would like them stored. If items are allowed to be stored on the premises, they cannot obstruct fire exits, egresses or anything normally used in the event space. Also, please note weights of any set pieces; they must be moveable so as not to interfere with any other events the venue is hosting as it is a multipurpose space. Event Management staff reserves the right to refuse to store items on site.

Fire Safety Policy:

No smoking, fire, or live flame is permitted in the venue. Any and all scenic materials must be flame proofed. Fire exits and egresses must be accessible at all times. This includes on both sides of the stage, in the audience, backstage and lobby. All areas and egresses must be cleared to allow a space of at least 42" in width, in straight lines from egress to exit. If cables need to cross these areas, they must be securely taped down. Failure to do so will result in an immediate shut down of the event.

Decorating Policy

In order to keep this venue in ideal condition, the following guidelines have been established.

1. All set-up requests and decorations must be approved in advance by Event Management.
2. Any banners or signs must be delivered to Event Management at least two days in advance to ensure they will be hung up in time for the event. All banners must be fire-rated and have up-to-date burn tags. They must also have either grommet holes or a sleeve that can accommodate a 2" diameter pole. All banners must be under 8' tall and below 12' wide - banners exceeding that height and/or width require review by Event Management two weeks in advance of the event, to make sure they can be hung.
3. Please refrain from using any adhesive tape, pushpins, or other damaging materials on the walls. The use of adhesive material that may damage surfaces is prohibited (duct tape, tacks, nails, paint, etc.). If you require portable wipe boards, pipe and drape or easels, please include them in the Event Management Form.
4. Decorations may not obstruct doors, hallways, staircases or fire exits.
5. If using decorative string lights, they must be equipped with LED bulbs and be UL certified. Lights cannot be hung on any fire suppression device including pipes or electrical conduits, or on entrance/exit doors or walkways.
6. Please ensure that after your event, the venue is returned to its original condition. Please discard all trash in waste bins and flatten any cardboard boxes. If the venue is not returned to its original condition, the organization may be charged a fee and use of the Event Management venues may be restricted for future events.
7. Any violation of this policy will result in an early termination of the meeting/event.

Cash Collection/Sale of Goods Policy

No sales of any merchandise can be made unless authorized by CSI program manager (if a student group), Event Management and Public Safety two weeks in advance of the event.

1. Student groups should reference the Student Organization Resource Guide for information on Cash Collection/Sale of Goods: <https://csi.sites.northeastern.edu/fundraising/>
2. Event Sponsors may sell items or collect cash donations in Blackman and the Curry Student Center/Afterhours without the need for an NUPD detail as long as the items are \$20 or less.
3. Sales or collections in excess of the \$20 limit may be possible in the major event venues with the presence of an NUPD detail.
4. Cash collection or sales of any kind in conjunction with a large event must have an NUPD details, regardless of the cost per item.
5. The collection of funds online is only permitted using Cashnet (<https://commerce.cashnet.com/SFCSA>) however student organizations must have prior approval from the Center for Student Involvement. Please speak with your program manager.
6. Sales are not allowed in the Ell lobby. Sales in the Blackman inner lobby can be allowed except during large events because of potential egress issues. The best place for merchandise sales close to Blackman is in the Ell Concourse near Gallery 360, but this must be approved and it is not always available. Requests must be made by email to Event Management (eventoperations@neu.edu) at least two weeks prior to the day of the event. Event Management may approve alternative locations on a case-by-case basis.

Clean Up Policy:

Every group is expected to leave the venue clean and in good condition. That includes all areas such as the stage, stage wings, dressing rooms, and the main front-of-house area. If extra rooms were booked in the Curry Student Center to serve as dressing rooms/green rooms, they are included as well. The group is responsible for disposing of their trash, and removing their belongings. Any group who fails to clean up will be held liable for cleaning service costs, as well as potential disciplinary actions/loss of privileges to book future events. Event Management assumes no responsibility for any items left in the venue after your event. Please be sure that your group has collected all items.

Post-Event Evacuation Procedure:

At the conclusion of your event, the organization hosting the event is expected to depart in a timely manner. Please discuss and confirm load-out with Event Management while planning your event.

EVENT MANAGEMENT CONTACT INFORMATION:

The contact information listed below is for client use only and not to be published for publicly or shared with your audience.

VENUE CONTACTS

Eric Golden Dana,
Senior Technical Operations and Events Manager
e.dana@northeastern.edu

Elijah DaSilva
Production Coordinator
e.dasilva@northeastern.edu

For general questions about event details please email Event Operations at eventoperations@neu.edu and list the venue or venue(s) in the subject of the email.

For Scheduling issues (including cancellations), please email Curry Student Center Scheduling at cscreservations@neu.edu.

BLACKMAN AUDITORIUM EVENT STAFF ROLES

Venue/Event Manager (for large-scale and VIP events)

The Event Manager oversees the entire event. They serve as the point-person for any issues, and the intermediary between client, performers, house staff, tech staff, and security. Since we have the majority of large events on weekends, some large events will require a dedicated event manager to see that all aspects of the event run smoothly. This is typically either the Associate Director or the Technical Operations & Events Manager.

House Manager

This person is the primary contact for all aspects of the Front of the House, including training and supervising Event Assistants, and coordinating with the Media Services Technician and Event Manager to decide when the performance will begin. They will be available to move throughout the room and solve any problems that might arise, and supervise any and all performers, as well as Event Management staff. Additionally, they are responsible for enforcing all fire safety rules and regulations as well as working with detail officers to ensure the general safety of all patrons. If the House Manager feels that safety precautions are not being met or that the performers and/or hosting organization are not following instructions, they have the authority to shut down the event (in conjunction with the Event Manager and Security).

Event Assistant

Under the guidance of the House Manager, the Event Assistants are responsible for executing front of house tasks like checking tickets, handing out programs, and answering patrons' questions. Event Assistants are also responsible for varied tasks involved in keeping patrons safe and meeting the requirements set by the Fire Marshal as well as the NU Division of Public Safety. This includes keeping order at the entrances as well as inside the entire venue before, during, and after the show.

Media Services Technician

Media Services Technicians execute the technical/backstage elements of the production to ensure the program runs as smoothly as possible. MSTs work with the House Manager to get the event started, keep the show running on time and keep watch for safety violations. They must be available to move throughout the venue to solve any problems that might arise. Their roles may be divided as the following:

- **Light Board Operator:** While the Lighting Board Operator is not considered a lighting designer, they can advise groups on best looks and practices while operating the lighting console. This person will be at the tech booth for the entire event.
- **Audio Engineer:** An Audio Engineer will set up microphones and run the sound board, as well as run playback for music. This person will be at the tech booth for the entire event.
- **Video Engineer:** The video engineer will assist with projection, streaming, recording and video elements of the event. They are typically backstage throughout the event.
- **Stagehand:** A stagehand will assist the other technicians with various tasks such as moving microphones, tables or any other set pieces etc. during a performance or operating in their absence.

Blackman Auditorium Event Costs for 2022-2023

This is a general estimate of costs associated with running an event (including set up and break down) in Blackman Auditorium. In all of our venues, our staff will arrive 30 minutes before the client is scheduled to arrive, but that could increase depending on the complexity of the event. If your event has set up, break down or rehearsal times that will exceed 4 hours and need a detailed quote, or if you have any other questions, please contact Eric Dana at e.dana@northeastern.edu

In the interest of consistency, Event Management charges a standard flat rate to cover staffing costs for events in Blackman Auditorium & Fenway Center. These costs are associated with running a typical 4 hour event (including setup and breakdown). For longer events or rehearsals please note additional charges. *The Event Management staff reserves the right to require extra staffing per their analysis of the event as necessary, and additional charges may be incurred.* If you have any other questions or need a quote, please contact Eric Dana at e.dana@northeastern.edu

Blackman Auditorium Event Staffing Charges

The flat rate for the first four billable hours in Blackman Auditorium is **\$1400**. Each additional hour will cost **\$375**. Event Management only bills for staffing, so billable hours begin when the Event Management staff arrives and the end when Event Management staff leaves. Our standard practice is for our staff to arrive 1 hour before the client for setup and leaves 1 hour after for clean up/breakdown. Note: these times may be extended for more complex events at the discretion of the Event Management staff.

The charges include:

- House staff (House Managers, Event Assistants)
- Technical staff
- Stage staff
- Event Managers

The charges do not include:

- Ticket Center staff costs
- Rent (for external organizations)
- Outside security company fees for bag checking
- NU Police detail fees
- Costs for security barricades or magnetometers

Staffing may vary at each individual event.

REHEARSAL CHARGES

If your event requires rehearsals with our technical staff only, the cost is **\$120/hour**.

All events in Blackman are administered by Event Management, who will provide and determine appropriate staffing. If a group wishes to provide their own Event Assistants/technical support, they must be approved by Event Management two weeks in advance and are only allowed as a supplement to the paid staff provided by Blackman Auditorium.

OTHER POTENTIAL CHARGES

- These charges do not include space rental fees (for external organizations), outside security company fees for bag checking, or NU Police detail fees.
- Some events (like concerts) may require extra funds for security barricades, magnetometers, and outside security personnel. These costs are not included.
- Please consult your Event Management contact before your event if you have any concerns regarding charges.
- If you request changes to your event times within 2 weeks of the event, **you will still be charged for the staffing of your original reservation times**. Please check your reservations before this 2 week window and make sure they are correct. If your event is on a Wednesday, we will need to know any changes by **noon**, two Wednesdays prior to your event. If your event happens on a weekend, please make sure all changes have been submitted by **noon** on the Friday before the weekend.

2 Week Window for Event Time Changes

Changes to event times can be made up to 2 weeks prior to your event with no change to the fee. If time changes are made within 2 weeks of the event, then **you will still be charged for the staffing of your original reservation times**. Please check

your reservations before this 2 week window and make sure they are correct. Example: If your event is on a Wednesday, we will need to know any changes by **noon**, two Wednesdays prior to your event. If your event happens on a weekend, please make sure all changes have been submitted by **noon** on the Friday before the weekend.

CANCELLATIONS

To cancel a reservation for this major event venue, a group must email cscreservations@neu.edu. Please provide at least two weeks' notice for such cancellations. ***If an event is cancelled within two weeks of its event date, the group will be charged full staffing charges. All cancellations must be in writing and submitted before 2 weeks from the event to avoid charges.*** If your event is on a Wednesday, we will need to be informed of a cancellation by **noon**, two Wednesdays prior to your event. If your event happens on a weekend, please make sure all changes have been submitted by **noon** on the Friday before the weekend to avoid charges.

This estimate is based on basic event setups and is subject to change. The Event Management staff reserves the right to require extra staffing per their analysis of the event as necessary, and additional charges could incur. **If you have questions or need a more detailed quote, please contact Eric Dana at e.dana@northeastern.edu or the Director of Operations, Jeremy Reger at j.reger@northeastern.edu Thank you.**

INVOICES & FISCAL RECONCILIATION

Event Management automatically bills the client at the end of every month, using a budget or cash index number provided when filling out the online **Event Management Form**. The process works like this:

- Around the 15th of each month, Event Management produces an invoice containing the front-of-house and technical staffing costs for the event and e-mails it to the person who made the reservation as well as their budget administrator (if we have their contact).
- If the client notices any errors with the bill, disagrees with any charges or wants to change a budget number, they must notify Event Management by email at eventmanagementbilling@neu.edu within 10 days (by the 25th). If there are no issues with the invoice, there is no need for further action.
- At the end of the month, the charges are sent for automatic processing to the Accounting Department, using the budget or cash index number provided on the Event Management Form. After charges have been processed, the client has 90 days to dispute any errors.
- The NU Ticket Center provides all ticketing financial reports separately, if applicable.

BLACKMAN SEATING CHART

STAGE

FLOOR FLOOR FLOOR

PIT AREA up to 35 additional chairs can be added in the pit area upon approval for full capacity shows

87 Seats	11 9 7 5 3 1 A	110 109 108 107 106 105 104 103 102 101 A	2 4 6 8 10 12 A	77 Seats
	13 11 9 7 5 3 1 B	111 110 109 108 107 106 105 104 103 102 101 B	2 4 6 8 10 12 14 B	
	13 11 9 7 5 3 1 C	112 111 110 109 108 107 106 105 104 103 102 101 C	2 4 6 8 10 12 14 C	
	15 13 11 9 7 5 3 1 D	113 112 111 110 109 108 107 106 105 104 103 102 101 D	2 4 6 8 10 12 14 16 D	
	13 11 9 7 5 3 1 E	114 113 112 111 110 109 108 107 106 105 104 103 102 101 E	2 4 6 8 10 12 14 E	
	13 11 9 7 5 3 1 F	115 114 113 112 111 110 109 108 107 106 105 104 103 102 101 F	2 4 6 8 10 12 14 F	
	13 11 9 7 5 3 1 G	116 115 114 113 112 111 110 109 108 107 106 105 104 103 102 101 G	2 4 6 8 10 12 14 G	
	13 11 9 7 5 3 1 H	117 116 115 114 113 112 111 110 109 108 107 106 105 104 103 102 101 H	2 4 6 8 10 12 14 H	
	13 11 9 7 5 3 1 J	116 115 114 113 112 111 110 109 108 107 106 105 104 103 102 101 J	2 4 6 8 10 12 14 16 J	
	15 13 11 9 7 5 3 1 K	117 116 115 114 113 112 111 110 109 108 107 106 105 104 103 102 101 K	2 4 6 8 10 12 14 16 K	
	15 13 11 9 7 5 3 1 L	116 115 114 113 112 111 110 109 108 107 106 105 104 103 102 101 L	2 4 L	
	15 13 11 9 7 5 3 1 M	112 111 108 107 106 105 102 101 M	2 4 6 M	

165 Seats

77 Seats	17 15 13 11 9 7 5 3 1 N	117 116 115 114 113 112 111 110 109 108 107 106 105 104 103 102 101 N	2 4 6 8 10 12 14 16 18 N	77 Seats
	17 15 13 11 9 7 5 3 1 O	116 115 114 113 112 111 110 109 108 107 106 105 104 103 102 101 O	2 4 6 8 10 12 14 16 18 O	
	17 15 13 11 9 7 5 3 1 P	117 116 115 114 113 112 111 110 109 108 107 106 105 104 103 102 101 P	2 4 6 8 10 12 14 16 18 P	
	17 15 13 11 9 7 5 3 1 Q	116 115 114 113 112 111 110 109 108 107 106 105 104 103 102 101 Q	2 4 6 8 10 12 14 16 18 Q	
	17 15 13 11 9 7 5 3 1 R	115 114 113 112 111 110 109 108 107 106 105 104 103 102 101 R	2 4 6 8 10 12 14 16 18 R	
	17 15 13 11 9 7 5 3 1 S	114 113 112 111 110 109 108 107 106 105 104 103 102 101 S	2 4 6 8 10 12 14 16 18 S	
	17 15 13 11 9 7 5 3 1 T	113 112 111 110 109 108 107 106 105 104 103 102 101 T	2 4 6 8 10 12 14 16 18 T	
	13 11 9 7 5 3 1 U	112 111 110 109 108 107 106 105 104 103 102 101 U	2 4 6 8 10 12 14 U	
	13 11 9 7 5 3 1 V	111 110 109 108 107 106 105 104 103 102 101 V	2 4 6 8 10 12 14 V	

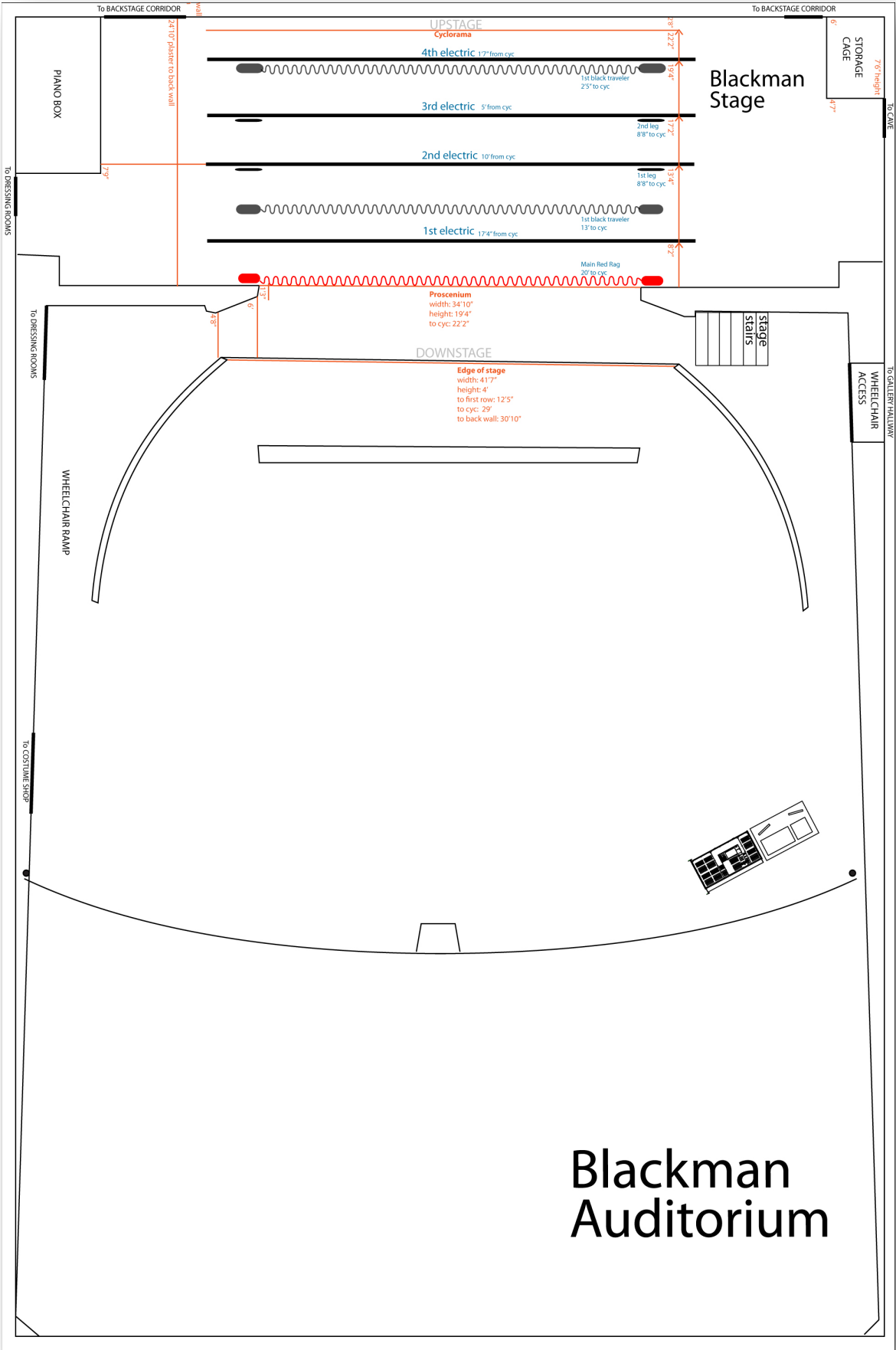
131 Seats

117 Seats	BALCONY	BALCONY	BALCONY	117 Seats
	25 23 21 19 17 15 13 11 9 7 5 3 1 AA	113 112 111 110 109 105 104 103 102 101	AA 2 4 6 8 10 12 14 16 18 20 22 24 26	
	25 23 21 19 17 15 13 11 9 7 5 3 1 BB	113 112 111 110 109 108 107 106 105 104 103 102 101	BB 2 4 6 8 10 12 14 16 18 20 22 24 26	
	25 23 21 19 17 15 13 11 9 7 5 3 1 CC	113 112 111 110 109 108 107 106 105 104 103 102 101	CC 2 4 6 8 10 12 14 16 18 20 22 24 26	
	25 23 21 19 17 15 13 11 9 7 5 3 1 DD	113 112 111 110 109 108 107 106 105 104 103 102 101	DD 2 4 6 8 10 12 14 16 18 20 22 24 26	
	25 23 21 19 17 15 13 11 9 7 5 3 1 EE	113 112 111 110 109 108 107 106 105 104 103 102 101	EE 2 4 6 8 10 12 14 16 18 20 22 24 26	
	25 23 21 19 17 15 13 11 9 7 5 3 1 FF	113 112 111 110 109 108 107 106 105 104 103 102 101	FF 2 4 6 8 10 12 14 16 18 20 22 24 26	
	25 23 21 19 17 15 13 11 9 7 5 3 1 GG	113 112 111 110 109 108 107 106 105 104 103 102 101	GG 2 4 6 8 10 12 14 16 18 20 22 24 26	
	25 23 21 19 17 15 13 11 9 7 5 3 1 HH	113 112 111 110 109 108 107 106 105 104 103 102 101	HH 2 4 6 8 10 12 14 16 18 20 22 24 26	
	25 23 21 19 17 15 13 11 9 7 5 3 1 JJ		JJ 2 4 6 8 10 12 14 16 18 20 22 24 26	

101 Seats

953 Total Seats

**Blackman
Auditorium
Diagram**



Blackman Auditorium Stage Dimensions

