



## EDNA BOYKIN CULTURAL CENTER

Rental and Special Events Contract: Concerts, Ceremonies, Film Events, Theatrical Performances, Dance Recitals, Speaking Engagements

<b>Venue Name &amp; Address:</b>  Edna Boykin Cultural Center 108 Nash Street NE Wilson, NC 27893	<b>Managing Organization:</b>  Wilson Arts 204 Nash Street S Wilson, NC 27893
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### About us:

Wilson Arts is a 501(c)3 non-profit organization that aims to improve all citizens' quality of life by being a hub for artistic experiences that enrich, educate, and entertain residents of Wilson County and beyond. Our primary focus is fulfilling this mission through our programming. The Edna Boykin Cultural Center is managed by Wilson Arts but governed and owned by the City of Wilson.

### What do I get for my rental?

- A clean, tidy space with furniture in their normal locations. Includes use of Green Room, Wing Space, Stage, House, Concessions, Box Office, Lobby
- A staff person on-site during the entire rental to let you into the space, to close after you leave, to respond to emergencies, and to notify you of non-compliance with this agreement as necessary.
- Use of two microphones.
- Use of wireless headsets for communication (not wireless microphones).
- Use of projector for film showings.
- Use of in-house sound and lighting equipment.



Space Rental Fees:

- **Weekend Rate: \$1,650** (per 8 hours) or \$150 per hour (Friday, Saturday, Sunday)
- **Weekday Rate: \$750** (per 8 hours) (Monday, Tuesday, Wednesday, Thursday) or \$150 per additional hour.

Date Range Renting:	Total Cost:
Additional Hours Cost:	
<b>Base Rental Cost:</b>	

Personnel Fees:

Item/Personnel:	# of Hours	Cost:
<ul style="list-style-type: none"> <li>• <b>Sound Technician Fees:</b> \$35 per hour (4-hour per day minimum)</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Lighting Technician Fees:</b> \$35 per hour (4-hour per day minimum)</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Spotlight/Stage Crew</b> \$25 per hour (4-hour per day minimum)</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>House Manager:</b> \$25 per hour (4-hour per day minimum)</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Box Office Attendee:</b> \$25 per hour (4-hour per day minimum)</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Fire Watch Attendee:</b> \$20 per hour (4-hour per day minimum)</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Concessions Attendees:</b> \$20 per hour (4-hour per day minimum)</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Stage Manager:</b></li> </ul>		



\$25 per hour (4-hour per day minimum)		
<ul style="list-style-type: none"> <li>• <b>Ushers:</b> \$20 per hour (4-hour per day minimum)</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Cleaning Support during the event:</b> \$20 per hour (4-hour per day minimum)</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Program Distributors:</b> \$20 per hour (4-hour per day minimum)</li> </ul>		
<b>Total Cost (Including Rental Cost):</b>		

Additional Equipment Fees:

Item	Qty	Cost
<ul style="list-style-type: none"> <li>• <b>Marquee:</b> \$75 - Includes 4 days/25 letters max per line including spaces/3 lines + \$25 per additional day.</li> </ul>	1 (4 days)	
<ul style="list-style-type: none"> <li>• <b>Lighting Redesign and Return to Standard Plot:</b> \$300</li> </ul>	1	
<ul style="list-style-type: none"> <li>• <b>Additional microphones</b> (2 included with rental): \$20 per microphone</li> </ul>		
<ul style="list-style-type: none"> <li>• <b>Marley Dance Floor:</b> \$100 flat fee</li> </ul>	1	
<b>Total Equipment Fees:</b>		

Total Cost:

<b>Base Rental Cost + Personnel Cost + Equipment Cost:</b>	
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### Event Information:

- List all dates and time ranges for space usage.
- We use this to schedule our staff and to determine your rental fees.
- Specify the purpose or activity for each time slot.
- This schedule must be solidified at least one month before your rental starts.
- Change Requests:
  - Requests for changes are not guaranteed and become more challenging to accommodate as the event date approaches.
  - Change requests will not be accommodated within a week of the rental.

<b>Day &amp; Date</b> <b>(Ex. Monday, February 5, 2024)</b>	<b>Time Range</b> <b>(Ex. 3 p.m. – 10 p.m.)</b> *This means the time the first person needs to get into the building and the time when the last person leaves.	<b>Type of Activity</b> <b>(Ex. Rehearsal, Performance, etc.)</b>	<b>How many people will you be expecting each day?</b> <b>(estimate)</b>



## Event Contact Information:

Event Contact Name:

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\*This is the person we should call concerning event details and billing information. If this is an organization or business, please include the job title and business/organization name. Any changes to the contract, must be requested by this person.

Business Phone:

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Mailing Address

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City, State, Zip:

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E-mail:

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(Please include a copy of valid ID (Driver's License, Passport, or State ID) with contract.)

Day-of Contact Name:

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\*This is the person who will be on-site the day of the event that our staff can coordinate with.

Day-Of Contact Phone:

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Do you need us to provide a lighting technician for you? Circle: Yes or No  
Responsibilities:

- Helps prepare the lights for the stage show.
- Operates the light board during the show.
- Assists in cleaning up any lighting equipment afterward.

If yes:



- The fee is \$35 per hour with a 4-hour minimum per day.
- Indicate the schedule below so that we can schedule them. We must have the dates and times you need them listed clearly.
- You may not ask our lighting technicians to stay over the hours you have prepaid.
- If you need us to change from our standard lighting plot (attached), then there will be an additional charge of \$300 for that work.

Day & Date (Ex. February 5, 2024)	Time Range (Ex. 3 p.m. – 10 p.m.) *There is a 4-hour minimum per day.	Quantity of Hours (Ex. 7 hours)
<b>Total Cost: (\$35 x Number of Hours Scheduled)</b>		

If no:

- You may hire someone independently for this role.
- If you need your lighting technician to change from our standard lighting plot, then please schedule this in your rental time to be put up and returned to our standard lighting plot.
- We need their contact information:
  - Name: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Email: \_\_\_\_\_
- Please share our Theater Arts Coordinator’s contact information with them in case they have sound-specific questions.
  - Shaun Braswell  
[shaun@wilsonarts.com](mailto:shaun@wilsonarts.com)  
 (252) 291-4329



Do you need us to provide a sound technician for you? Circle: Yes or No

Responsibilities:

- Helps prepare the sound for the event.
- Operates the soundboard during the event.
- Assists in cleaning up sound equipment afterward.

If yes:

- The fee is \$35 per hour with a 4-hour minimum per day.
- Plan for adequate time in the schedule to conduct a sound check with all performers before the actual performance.
- All music must be in mp4 format and on one flash drive or in a shared Google document in order. NO YOUTUBE LINKS.
- Indicate the schedule below so that we can schedule them. We must have the dates and times you need them listed clearly.
- You may not ask our sound technicians to stay over the hours you have prepaid.

Day & Date (Ex. February 5, 2024)	Time Range (Ex. 3 p.m. – 10 p.m.) *There is a 4-hour minimum per day	Quantity of Hours (Ex. 7 hours)
Total Cost: (\$35 x Number of Hours Scheduled)		

If no:

- You may hire someone independently for this role.
- We need their contact information:
  - Name: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Email: \_\_\_\_\_
- Please share our Theater Arts Coordinator’s contact information with them in case they have sound-specific questions.
  - Shaun Braswell  
[shaun@wilsonarts.com](mailto:shaun@wilsonarts.com)



(252) 291-4329

## Outside Vendors

- All 3<sup>rd</sup> party activities and/or entertainment must provide a Certificate of Insurance. (Catering companies, professional entertaining groups, DJs, and other businesses you may be hiring.) They must list The Arts Council of Wilson, 204 Nash Street S, Wilson, NC 27893, and the City of Wilson, PO Box 10, Wilson, NC 27894 as additionally insured.
- The organization reserves the right to reject any vendor with whom there has been a previous negative experience.
- List all vendors here or attach an additional sheet if necessary.

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2.
3.
4.
5.

## Deposit:

- A deposit of \$250 is required with a completed contract to secure the space, date, and time. No pencil holds.
- The deposit is non-refundable.
- Credit cards, checks, or cash are acceptable forms of payment.
- The deposit is applied towards the total payment due.

## Final Payment Terms:

Final payment is due two weeks or ten full business days before the event rental start date. If it is not received on time, there will be a \$75 late fee and we will refuse access to the facility and have the right to book another event. Deposit will not be refunded.

## Would you like to rent the marquee? Circle: Yes or No

You can rent the side marquee for 4 days for \$75. Additional days will cost \$25 per day. Please note that the center of the marquee is exclusively reserved for Wilson Arts events, and any messages (limited to 25 characters per line/3 total lines) must undergo approval.

If yes, what is your message:







Do you need us to provide fire watch personnel? Circle Yes or No

Responsibilities:

- Wears orange reflective vests.
- Attends fire watch stations for performances with over 100 attendees.
- Monitors the lobby/gallery area.

These positions are required, and it is required that you provide the names of persons fulfilling this task.

<b>Day &amp; Date</b> (Ex. February 5, 2024)	<b>Time Range</b> (Ex. 3 p.m. – 10 p.m.) <b>*There is a 4-hour minimum per day</b>	<b>Number of people needed.</b> (Ex. 3)	<b>Quantity of Hours</b> (Ex. 7 hours)
Total Cost: (\$15 x Number of Hours Scheduled x number of people needed)			

If you are providing your own, please list their names below.

Name of Fire Watcher 1: \_\_\_\_\_

Name of Fire Watcher 2: \_\_\_\_\_

Lobby/Gallery Attendant: \_\_\_\_\_

Do you need us to provide a stage manager? Circle Yes or No

Responsibilities:

- Ensures performers are ready for the stage.
- Communicates through wireless headsets to sound and lighting teams.
- Communicates what is happening backstage to sound and lighting technicians for smoother technical transitions on stage.

<b>Day &amp; Date</b> (Ex. February 5, 2024)	<b>Time Range</b> (Ex. 3 p.m. – 10 p.m.) <b>*There is a 4-hour minimum per day</b>	<b>Quantity of Hours</b> (Ex. 7 hours)



Total Cost: (\$25 x Number of Hours Scheduled)		

Name of Stage Manager: \_\_\_\_\_

Do you need to use our marley dance floor? Circle: Yes or No

Cost for Marley:

- Flat fee of \$100 for laying down and taking up the marley.
- No changes to overhead stage lighting can be made once the marley floor is down.

Date that you need the marley floor down by: \_\_\_\_\_

## Tickets

Wilson Arts has three options for selling tickets:

I will sell my own tickets and keep all of my proceeds or go through another vendor to sell tickets.

\*Venues often receive questions about how to buy tickets for rental activities. Please list below how our box office staff should direct them. Please list the website and/or phone number they can visit or call to secure tickets.

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I want you to sell tickets at the Wilson Arts Center, but I want to keep all proceeds.  
With this option:

- We can only accept cash or check.
- Procedure for Ticket Sales:
  - Provide an envelope with a customer tracking sheet.
  - Include where our staff can add customer name, email, and phone number.
  - Specify tickets ordered and the amount paid.
  - Contact Information:
    - Include directions on who the customer can contact for questions that staff cannot answer.



- Payment Details:
  - Specify who checks should be made out to.
  - Include cash for providing change.
- Note: We will not run credit card sales through our system or yours with this option.

I want you to sell tickets and then you pay us afterward.

With this option:

- The cost would be 15% of your ticket sales for general admission seating and 20% for reserved seating. 25% for dynamic pricing.
- This includes:
  - Paying the required sales tax and associated paperwork.
  - Handle the day-to-day bookkeeping involved with processing tickets.
  - Standard and accepting phone calls and making things easier for your customers by processing payments through our system.
  - Creating a link where your customers can buy tickets online with ease.
  - Payment will be made within two weeks of the conclusion of your event.
  - Detailed ticket report at the end of your event.
  - Box Office attendant to work your performances.
  - Customers can pay with cash, check, credit card, online, and by phone and in-person with this option.

## Kitchen and Catering

The rental includes concessions which have a standard refrigerator, stove, and dishwasher. All appliances are residential grade.

## Special Event Insurance:

- Submit a Certificate of Insurance (COI) two weeks before the event start date.
- Ensure it includes \$1 million in general liability coverage (per occurrence) with a \$2 million aggregate.
- COI must include primary and non-contributory language.
- Include liquor legal liability coverage if alcohol will be present at the event (beer, wine, liquor, etc.). Coverage must be in the amount of at least \$1 million. Host liquor liability coverage will not be accepted.
- List legal names: The Arts Council of Wilson, Inc., 204 Nash Street S, Wilson, NC 27893, and the City of Wilson, PO Box 10, Wilson, NC 27893 as additionally insured.
- Insurance can be obtained from any accredited private company.



## Parking:

- The Edna Boykin Cultural Center does not have a parking lot.
- Be mindful of area signage regarding parking.
- Wilson Arts is not responsible for towing fees or parking tickets.
- Parking map is on the City of Wilson Website for Historic Downtown Wilson. [Lots, Locations and Costs | Wilson, NC \(wilsonnc.org\)](#)
- We recommend on-street parking and directing audiences to park at the parking deck near the YMCA (Lot 8 on the map in the link.)
- Wilson Arts staff must be notified in advance if an oversized vehicle such as a tour bus, box truck, or truck and trailer will need to be accommodated as we will need to coordinate with the Wilson Times.

## Accommodations:

You are welcome to refer to our accessibility webpage as a resource when planning for accessibility. Visit [www.wilsonarts.com/accessibility](http://www.wilsonarts.com/accessibility). The renter will be responsible for communications regarding accommodations and for any associated expenses.

## Tables/Chairs:

- Borrowing from Wilson Arts:
  - Specify the number of tables and chairs needed and what kind. We have 6 ft. rectangular tables and black plastic chairs with silver legs.
  - Last-minute requests may not be accommodated.
- Beyond Availability:
  - If your needs exceed what we have, consider renting from the listed company below.

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Advantage Rental | (252) 291-9600

## General Information:

- Storage of costumes, props, equipment, etc. will only be permitted during the rental period. Wilson Arts and/or its staff will not be held responsible for damage to stored items. Property left beyond rental dates is subject to a storage fee.
- The use of stage-grade glow-tape and spike tape is permitted on the stage floor or marley dance floor. Duct tape, masking tape, or stickers is not permitted. All tape should be removed upon load out.
- Artwork Precautions:



- DO NOT MOVE ARTWORK.
- Renter is liable for any damages to artwork and theft during rental.
- Approval for Hanging Decorations:
  - Decorations that hang, wrap, or attach to the building must be re-approved.
  - Provide a description and attachment method details on an additional sheet of paper.
- Free-Standing Decorations:
  - Free-standing decorations are acceptable.
- Flame Policy:
  - No open flames or pyrotechnics allowed.
  - No flammable liquids such as gas or other hazardous materials.
- Audio playback is available in the lobby by hooking up to the receiver in the Box Office.
- Smoke Alarm Caution:
  - Avoid anything that may trigger smoke alarms or cause them to go off, including fog and haze.
- All children must be always supervised in the building. It is the responsibility of the renter to ensure that no children are left unattended.
- Wi-Fi is available for use. For details, connect with Wilson Arts staff to obtain username and password. City of Wilson has free Wi-Fi throughout downtown that is available for use as well.

### Taxes:

All ticket sales are subject to sales and use tax per NC GEN. STAT 105-164.4(a)(10). Renters are responsible for paying applicable taxes on event tickets, admission, and any sale of items.

### Licenses:

The renter must procure and pay for, at his own expense, before the date of engagement, all necessary licenses for the performance of any musical compositions that may be performed by an artist including but not limited to any clearances and licenses from users, authors and publishers associations of ASCAP, BMI and SESAC.

### Publicity:

- Renter may not advertise any performance or the appearance of any performer prior to full contract approval.
- **Pre-Approval for Event Materials:**
  - For public events, pre-approval of flyers, graphics, or advertisements is required.
  - Send a digital file to [stephanie@wilsonarts.com](mailto:stephanie@wilsonarts.com)
  - Allow three business days for staff response.



- The only acceptable names to use for the venue in marketing are either **the Edna Boykin Cultural Center** or **Boykin Center**.
- **Community Calendar**
  - List public events for free on the countywide community arts calendar: [www.comeseewilson.com](http://www.comeseewilson.com)
- **Facebook Events:**
  - Add @EdnaBoykinCulturalCenter and @HistoricDowntownWilson as co-hosts for additional publicity.
- **Facebook Posts:**
  - Tag @EdnaBoykinCulturalCenter for posts to be added to Stories.
- **Instagram Posts:**
  - Tag @EdnaBoykinCulturalCenter for posts to be added to Stories.

### Prohibited Activities:

Prohibited on-premises:

- Smoking
- Illegal drugs or controlled substances
- Weapons (except for Law Enforcement Officers)
- Animals (except service animals)
- Profanity, unruly behavior, or actions deemed necessary for safety

### Cancellations:

Emergency or weather closing:

- Fee will be applied to rescheduled date/time

Renter cancellation:

- More than 2 weeks/10 business days' notice: Deposit retained, no refunds
- Within 2 weeks/10 business days: No refunds, full rental amount retained by the venue

### Contact:

For space-related inquiries, document contents, a tour, or availability, please contact:

Amy Wahl



Office Manager, Wilson Arts  
(252) 2901-4329 x103  
[amy@wilsonarts.com](mailto:amy@wilsonarts.com)

## Discounts:

- Non-Profit Discount:
  - 10% discount for legal non-profits.
  - Proof of non-profit status required with the rental contract.
- Membership Discount:
  - Certain membership levels at Wilson Arts qualify for rental discounts.
  - Member must be the payer/event contact, and the membership must be current.
  - Explore membership benefits and discounts at [www.wilsonarts.com/give](http://www.wilsonarts.com/give). Discounts range from 10%-30% depending on the level.

\*Note: If eligible for multiple discounts, percentages will be added together and applied to the total.

## Responsibility/Indemnity/Damages/Destruction

The renter shall be liable for all damages to the facility equipment, appliances, or artwork during the rental period, and agrees to pay for all repairs. This includes any damages to technical equipment if operated by persons other than those authorized by Wilson Arts. If the facilities are destroyed or damaged by fire or any other cause or unforeseen occurrence that shall make the fulfillment of the contractual agreement impossible, then this rental contract will be terminated immediately. The renter waives all rights to any claims against Wilson Arts and will be prohibited from any further rentals or use of any Wilson Arts facilities. The conduct of all program participants and spectators while on the property at the facility will be the sole responsibility of the renter. The renter accepts all responsibility for any injuries to person(s), property, loss of life, damage to property, or theft of personal property or artistic content on the premises during the rental period or resulting from the rental period. Failure by any individual or group to follow all rules and regulations will be cause for eviction. Wilson Arts reserves the right to evict objectionable persons from the premises. Violations will result in the denial of future reservation requests. Renter shall release, indemnify, keep, and save harmless, Arts Council of Wilson, Inc. (Wilson Arts), its agents, officers, or employees from any responsibility or liability for any damages or injury of any kind or nature including death to all persons, whether agents or employees of the renter or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, or occurring in connections with the use by the renter on the premises. The provisions of this section shall include any losses, damages, injuries, settlements,





judgments, decrees, awards, fines, penalties, claims, costs, and expenses, including reasonable attorney's fees. Wilson Arts Board of Directors reserves the right to deny any rental that they feel is inappropriate.

### Credit Card Information on File for Damages:

Name on Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Street Address

City

Zip

I understand and agree to the terms:

Renter Signature \_\_\_\_\_

Date: \_\_\_\_\_

Wilson Arts Signatures

Office Manager \_\_\_\_\_

Date: \_\_\_\_\_

Theater Arts Coordinator \_\_\_\_\_

Date: \_\_\_\_\_



## Deadlines & Checklist

Due Immediately: Date Completed \_\_\_\_\_

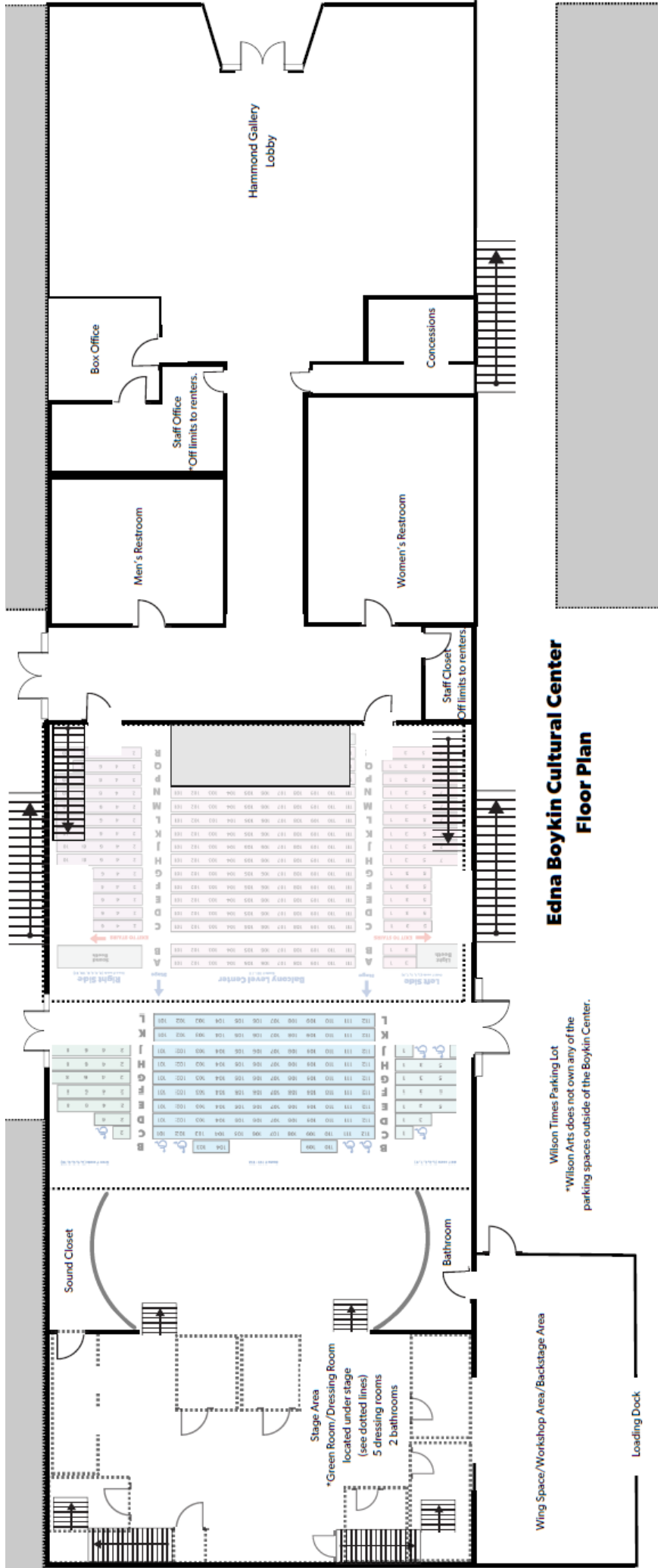
- Contract is completed** to the best of your ability.
- Deposit paid** to secure dates and times.
- Copy of driver's license and state ID submitted.**
- Tax ID** letter submitted if you are a nonprofit.

Due 1 month before start date: Deadline date: \_\_\_\_\_

- Contract is completed fully.
- Consult with the Theater Arts Coordinator one month before your event regarding your technical needs. Contact: [Shaun@wilsonarts.com](mailto:Shaun@wilsonarts.com)
- Last chance to let us know you **need people to work your event**. (Box Office, Sound Technician, Lighting Technician, Firewatch, Stage Manager.)
- If we are running your lights, the deadline for communicated **lighting needs** beyond the standard light plot.

Due 2 weeks before start date: Deadline date: \_\_\_\_\_

- Last chance to let us know your **schedule for access** to the Boykin Center during the days you have rented.
- Provide names of security personnel, sound technician, lighting technician, and fire watch personnel.**
- If using our sound technician, **stage plot(s) submitted.**
- Certificate of Insurance(s)** submitted from the organization and vendors used.
- If serving alcohol: **Copy of ABC permit** submitted.
- If we are running your sound, the deadline for **input list.**
- All **additional equipment/fixture requests** in.
- Final payment due.** Late payments will incur a \$75 fee. This is the last chance to cancel.



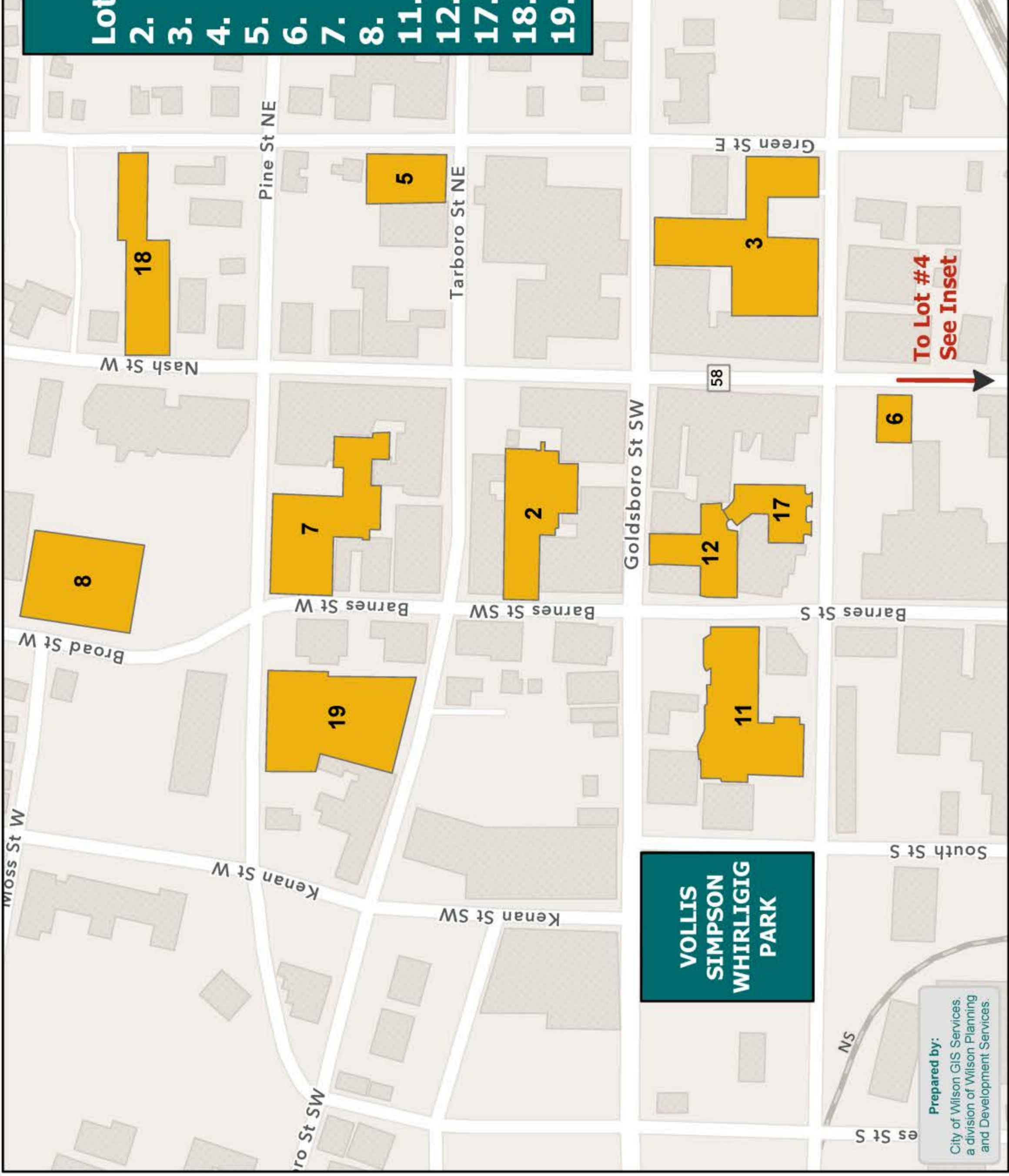
## Edna Boykin Cultural Center Floor Plan

Wilson Times Parking Lot

\*Wilson Arts does not own any of the parking spaces outside of the Boykin Center.

# Parking Lots

Lot #	Address
2.	105 Barnes St. W
3.	120 Goldsboro St. E
4.	517 Nash St. SE
5.	119 Tarboro St. NE
6.	306 Nash St.
7.	120 Pine St. NE
8.	206 Broad St. W (Deck)
11.	210 Barnes St. S
12.	209 Barnes St. S
17.	114 Douglas St. S
18.	204 Nash St N
19.	210 Tarboro St. W



VOLLIS  
SIMPSON  
WHIRLIGIG  
PARK

Prepared by:  
City of Wilson GIS Services,  
a division of Wilson Planning  
and Development Services.

# Historic Downtown Wilson Public Parking

HistoricDowntownWilson.com

FREE ON STREET parking limited to 2 hours  
 FREE ALL DAY LOT parking at Lots #4, #11, #12, #17  
 PLEASE DO NOT USE RESERVED SPOTS  
 to avoid being ticketed or towed



BALCONY  
ACCESS -  
STAIRS

RIGHT ENTRANCE

LEFT ENTRANCE

BALCONY  
ACCESS -  
STAIRS

4 2 V **BOYKIN CENTER FLOOR LEVEL SEATING** V 1 3

4 2 U 101 102 103 104 105 106 107 108 109 110 111 112 U 1 3

6 4 2 T 101 102 103 104 105 106 107 108 109 110 111 112 T 1 3 5

10 8 6 4 2 S 101 102 103 104 105 106 107 108 109 110 111 112 S 1 3 5 7 9

10 8 6 4 2 R 101 102 103 104 105 106 107 108 109 110 111 112 R 1 3 5 7 9

10 8 6 4 2 Q 101 102 103 104 105 106 107 108 109 110 111 112 Q 1 3 5 7 9

10 8 6 4 2 P 101 102 103 104 105 106 107 108 109 110 111 112 P 1 3 5 7 9

10 8 6 4 2 N 101 102 103 104 105 106 107 108 109 110 111 112 N 1 3 5 7 9

10 8 6 4 2 M 101 102 103 104 105 106 107 108 109 110 111 112 M 1 3 5 7 9

EMERGENCY  
EXIT



L 101 102 103 104 105 106 107 108 109 110 111 112

K 101 102 103 104 105 106 107 108 109 110 111 112



EMERGENCY  
EXIT

10 8 6 4 2 J 101 102 103 104 105 106 107 108 109 110 111 112 J 1 W W 9

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10 8 6 4 2 G 101 102 103 104 105 106 107 108 109 110 111 112 G 1 3 5 7 9

8 6 4 2 F 101 102 103 104 105 106 107 108 109 110 111 112 F 1 3 5 7

8 6 4 2 E 101 102 103 104 105 106 107 108 109 110 111 112 E 1 3 5 7

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W 2 C 101 102 103 104 105 106 107 108 109 110 111 112 C 1 W

B W 103 104 109 110 W B

A A

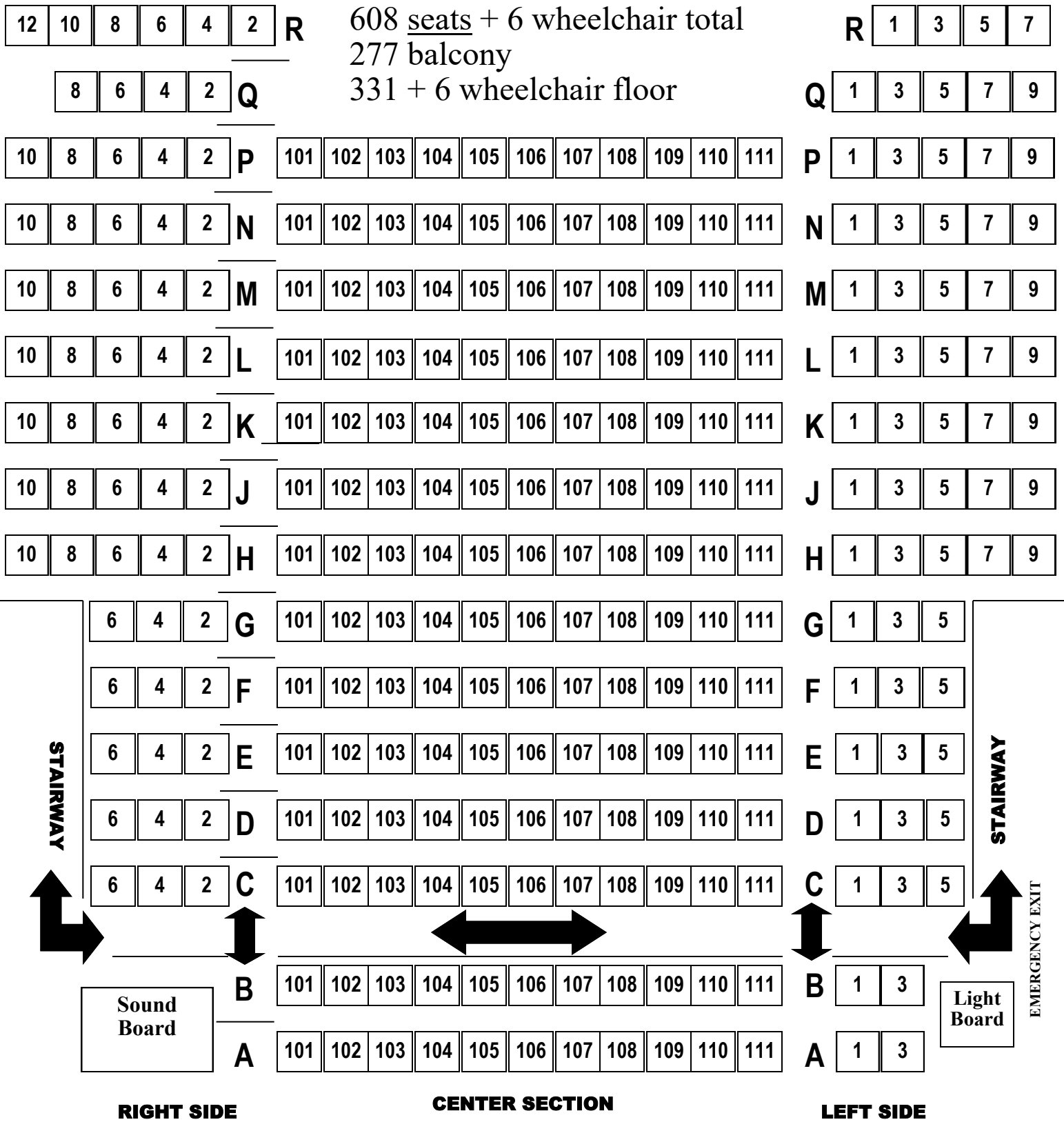
RIGHT SIDE

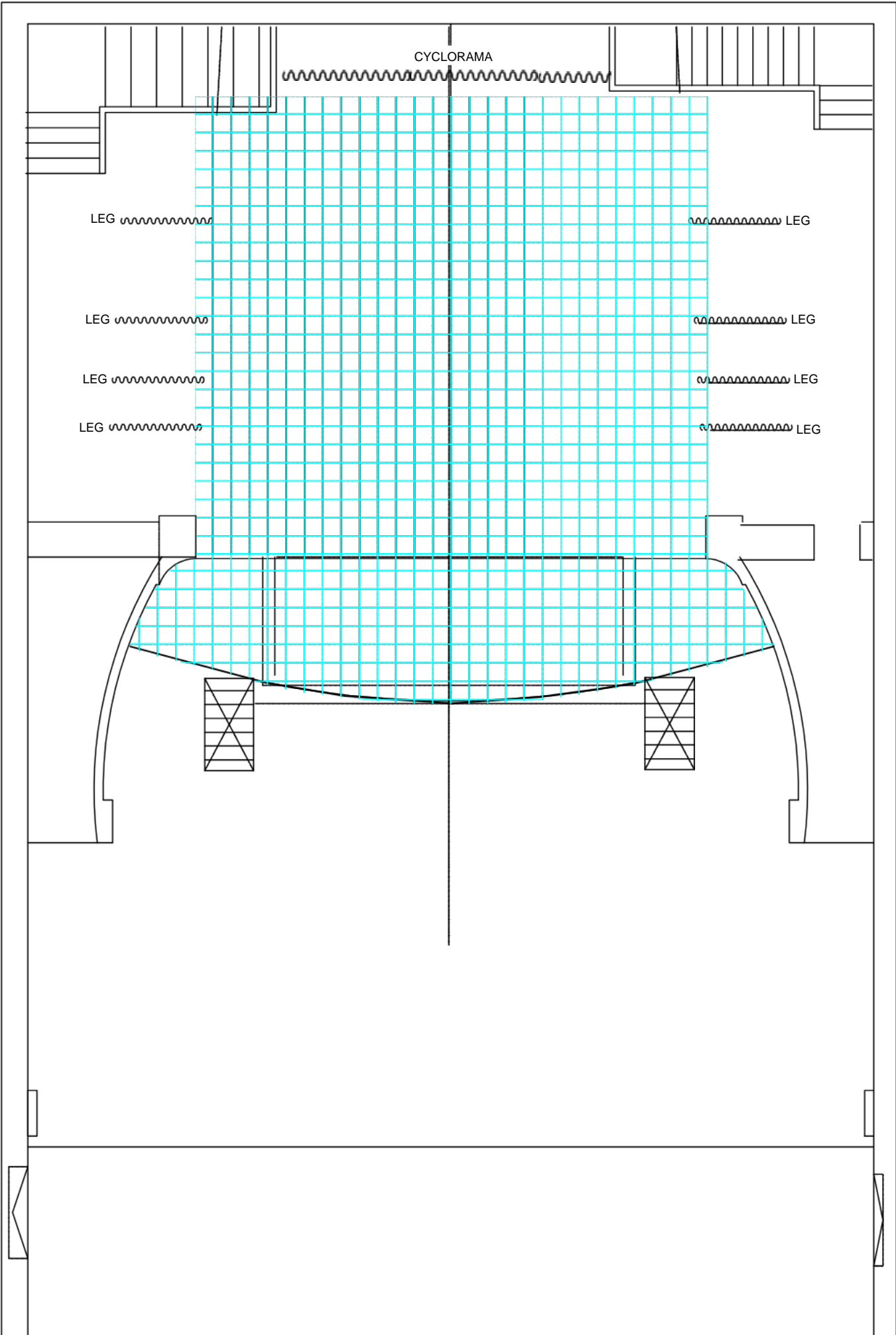
CENTER SECTION

LEFT SIDE

**STAGE**

# BOYKIN CENTER BALCONY LEVEL SEATING





\*Only turn this into Wilson Arts if you are hiring Sound Technicians through us. If you are not using us, an input list will be helpful to whomever you are hiring to operate our sound board.

## Sound Input List

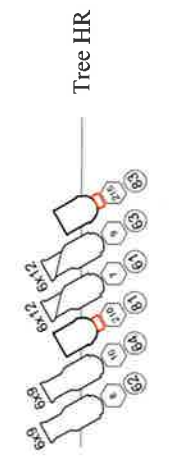
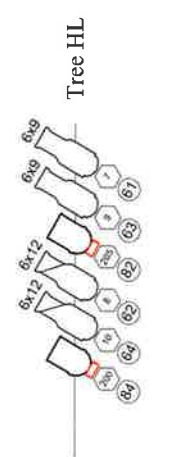
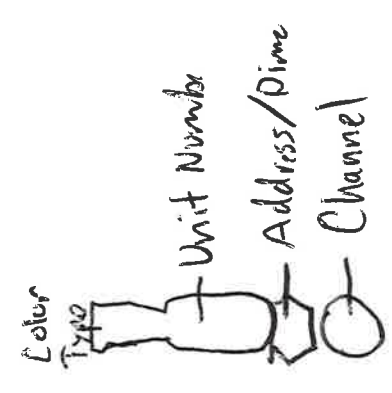
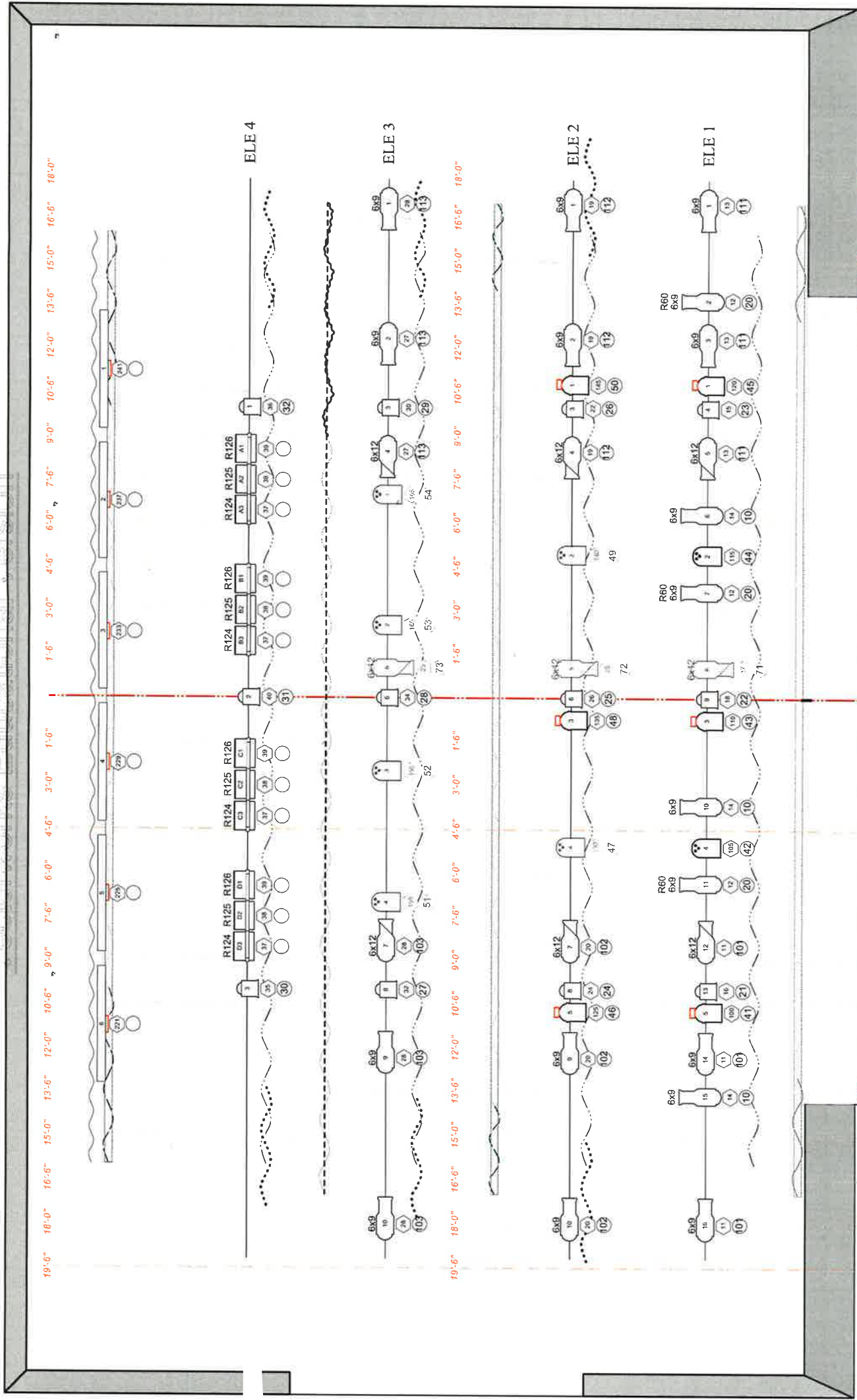
We have a 32-input Behringer sound console. Please list all your inputs for the sound system. This can include laptops, microphones, and instruments. (i.e. If two people share a microphone, list only one input.)

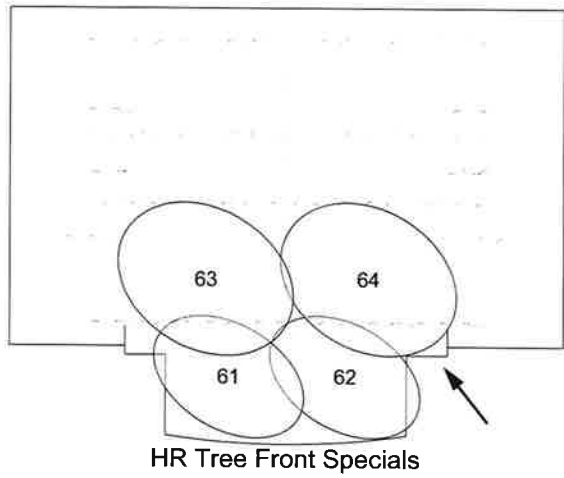
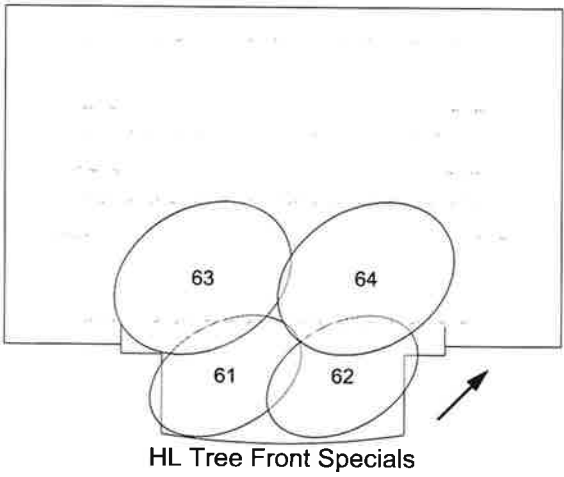
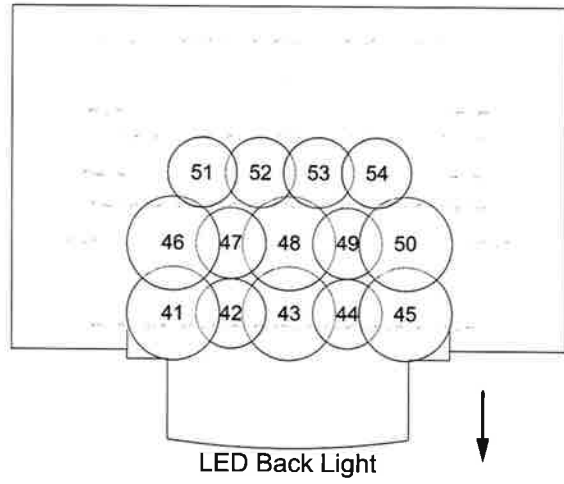
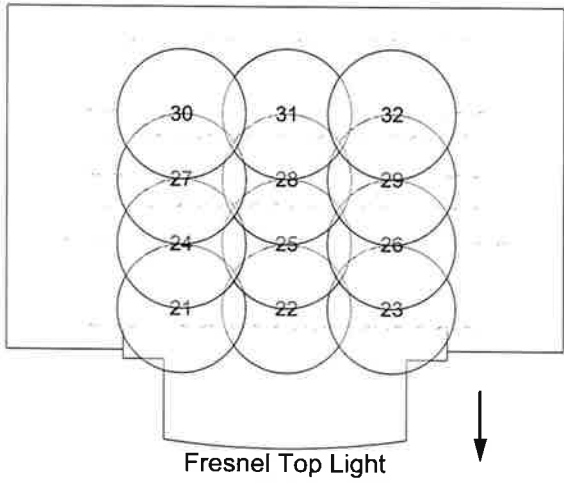
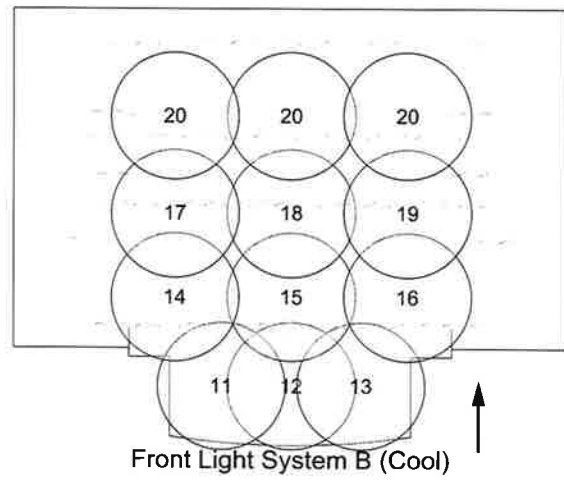
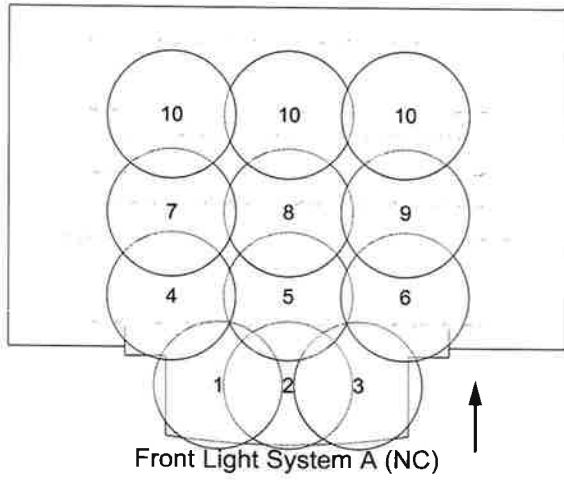
1.	17.
2.	18.
3.	19.
4.	20.
5.	21.
6.	22.
7.	23.
8.	24.
9.	25.
10.	26.
11.	27.
12.	28.
13.	29.
14.	30.
15.	31.
16.	32.

**Example:**

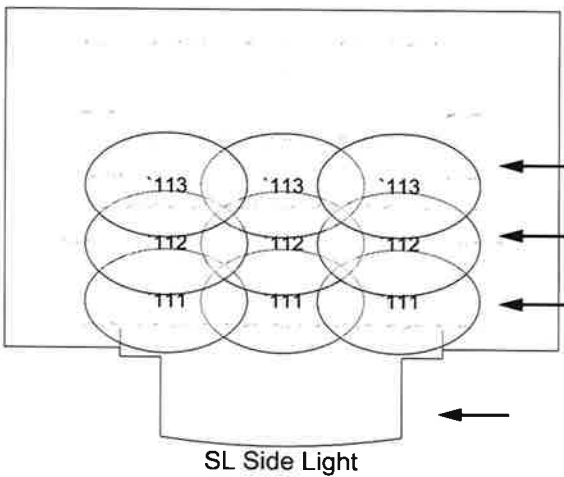
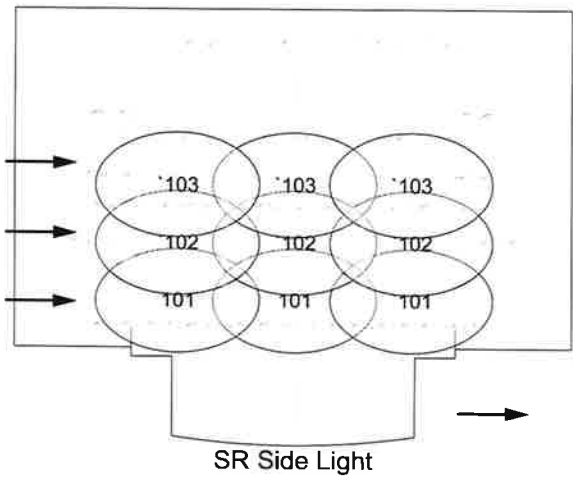
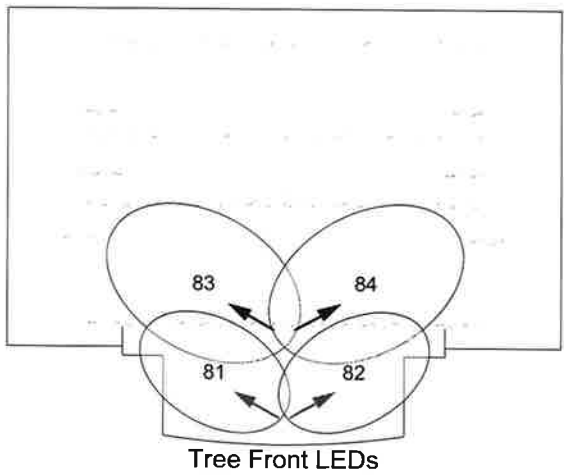
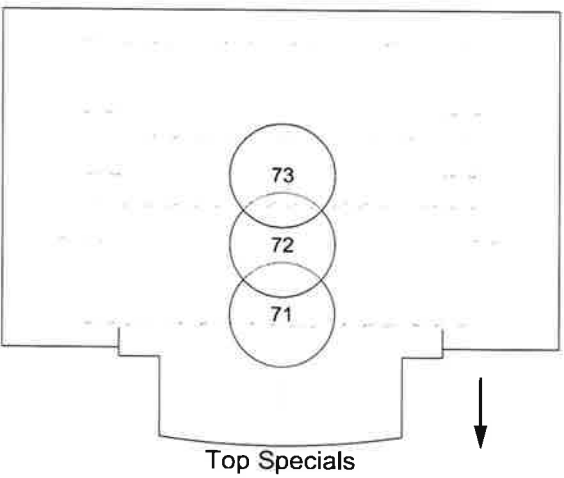
1. Body Mic	17. Floor Tom
2. Body Mic	18. Overhead
3. Body Mic	19. Keyboard Left
4. Body Mic	20. Keyboard Right
5. Body Mic	21. Electric Guitar
6. Body Mic	22. Acoustic
7. Body Mic	23. Sax
8. Body Mic	24. Flute
9. Body Mic	25. Bass
10. Body Mic	26. Laptop Left
11. Handheld Mic	27. Laptop Right
12. Handheld Mic	28.
13. Kick Drum	29.
14. Snare	30.
15. Hi Hat	31.
16. Tom's	32.







## Focus Charts



**Focus Notes:** Top Cyc Wash is four 3 Cell Cyc Fixtures channels 121-Red, 122-Green, 123-Blue  
Bottom Cyc Wash is channels 131 through 136 (RGB LED Bars) SR to SL.

# Boykin Center Rep Plot

Arts Council of Wilson

Revision Date: January 5, 2019

Designer: Thomas Matrejek