

# The Spot Boston

Tech Packet

As of 1/5/2016



437 Boylston St,  
Boston, MA 02116  
[TheSpotBoston.com](http://TheSpotBoston.com)

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## **General Information**

The Spot is Bay State College’s student run studio space. With a general admission capacity of 70 people, The Spot functions as a class room for the students of Bay State College during the day and a fully functional live performance space on Thursday nights.

The Spot is located on the third floor at 437 Boylston Street Boston, MA 02116.

\*Packages may be mailed to this address if need be.

**Website:** [www.thespotboston.com](http://www.thespotboston.com)

**Facebook:** <https://www.facebook.com/thespotboston>

**Instagram:** <https://instagram.com/thespotboston>

**Twitter:** <https://twitter.com/TheSpotBoston>

## Contact Information

To contact The Spot staff please use the following email addresses:

Faculty Advisor: Jess White.....[jwhite@baystate.edu](mailto:jwhite@baystate.edu)

General Manager: Blake Pantalena.....[generalmanager@thespotboston.com](mailto:generalmanager@thespotboston.com)

Talent Buyer: Rebekah Hutson

Assistant Talent Buyer: Lizbeth Guerrero.....[booking@thespotboston.com](mailto:booking@thespotboston.com)

Marketing Manager: Ariel Lopez.....[marketing@thespotboston.com](mailto:marketing@thespotboston.com)

Production Manager: Caitlyn Mitchell

Assistant Production Manager: Courtney Christensen.....[production@thespotboston.com](mailto:production@thespotboston.com)

Operations Manager: Kat Keeling.....[operations@thespotboston.com](mailto:operations@thespotboston.com)

### **Emergency Service Numbers:**

- **Boston Police Department**  
650 Harrison Ave, Boston MA 02116  
(617)-343-4250
- **Boston EMS**  
785 Albany Street, Boston MA 02118  
(617)-343-2367
- **Boston Fire Prevention**  
941 Boylston Street, Boston MA 02115  
(617)-284-7854

### **Fire Safety:**

In the event of a fire, there is one street access exit and a fire escape to the back alley directly behind 437 Boylston Street. The Spot has two fire exits and a fire escape directly outside one of these exits. We have a fire extinguisher on hand as well as smoke detectors, alarms, and emergency lights. In case of emergency, exit the building quickly in an orderly fashion using the stairs and exit the building. A representative will be carrying and waving an orange flag letting everyone know where to gather. Detailed emergency evacuation procedures are listed throughout The Spot and are read to the audience just prior to show time.

## **Parking**

**The Spot does not provide parking and is not liable for any parking fees or tickets.**

Metered street parking is available on surrounding streets. Meters run from 8am-8pm with a maximum 2 hours of parking. \$1.25 per hour. Dollars, Quarters, Visa and MasterCard are accepted. Use the provided adhesive to stick the receipt on the inside of your passenger side window. For more information visit: <http://www.cityofboston.gov/Parking>

### **Parking Garages in the area:**

#### **Boston Common Parking Garage:**

0 Charles Street

Boston, MA 02116

Prices range from \$10-\$32.

For more information visit: [massconvention.com/about-us/boston-common-garage](http://massconvention.com/about-us/boston-common-garage)

#### **Back Bay Parking Garage:**

500 Boylston Street

Boston, MA 02116.

Price ranges from \$9 (for a half hour) to \$39 (3 to 24 hours).

For more information visit: [boston.lazparking.com/](http://boston.lazparking.com/)

#### **100 Clarendon Parking Garage:**

100 Clarendon Street

Boston, MA 02116.

Price ranges from \$11 (up to 1 hour) to \$30 (2 to 10 hours).

For more information visit: [100clarendon.com](http://100clarendon.com)

#### **Motor Mart Parking Garage**

201 Stuart Street

Boston MA 02116

Price ranges from \$10 (up to one hour) to \$32 (Maximum daily)

For more information visit [motormartgarage.com/](http://motormartgarage.com/)

#### **Newbury Street Parking Garage:**

149 Newbury Street

Boston MA, 02116.

Price ranges from \$10 (half hour or less) to \$40 (Maximum daily until 7am)

For more information visit: [bostonparking.spplus.com/Boston-149-Newbury-Street-Parking](http://bostonparking.spplus.com/Boston-149-Newbury-Street-Parking)

**THE SPOT DOES NOT PROVIDE PARKING!!!**

## **Transportation/Directions**

### **Transportation from Logan Airport**

From the Boston Logan International Airport (1 Harborside Drive Boston, MA 02128) head southeast. After 0.7 mi make a slight right and continue for 325 feet then make a slight left (signs for Massachusetts 1A S/I-93 N/Sumner Tunnel/Massachusetts 1A N/Revere). Take the ramp to MA-1A. Keep right at the fork, follow signs for Massachusetts 1A S/Interstate 93 N/Sumner Tunnel and merge onto MA-1A S. Turn left to stay on MA-1A S (Toll Road). Keep right at the fork, follow signs for Massachusetts 3 N/Storrow Drive. Keep right at the fork, follow signs for MA-28 S/MA-3 N/Storrow Drive and merge onto MA-3 N/MA-3A N. Continue onto MA-28 S (signs for Storrow Drive 3). Take the Beacon Street exit on the left toward Copley Square/Back Bay. Turn left onto Beacon St. right on Arlington Street, right onto Providence Street, right onto Berkeley Street and right on to Boylston Street and The Spot will be on the left.

### **Driving Directions from North**

Take i-95 south (toward Boston) Take exit 26 for Massachusetts 3 N toward Massachusetts 28 S/Storrow Drive. Merge onto mA-3 north/mA-3A north. Continue onto MA 28 south (signs toward Storrow drive west). Take the beacon street exit on the left toward Copley square/back bay. Turn left on to Beacon Street, then right onto Arlington. Then turn right onto Providence Street, then right onto Berkeley Street then right onto Boylston Street. The Spot is located between Au bon pain and Starbucks.

### **Driving Directions from South**

Take I-95 North. Take exit 12 for I-93 North toward Boston. Take exit 18 for Frontage Road toward Mass Ave. /Roxbury. Merge onto I-93 Frontage Road. Make a slight right to stay on I-93 Frontage Road. Turn left onto w 4th street/Dover Street. Continue onto Berkeley Street. Then turn right onto Boylston. The spot is located between au bon pain and Starbucks.

### **Driving Directions from West**

Take I-90 East toward New Hampshire/Maine/Boston. Take exit 22 toward the Prudential Center and Copley Square. Turn right onto Stuart Street then turn left onto Berkeley Street. Then turn right onto Boylston Street. The Spot is located between Au Bon Pain and Starbucks.

### **Transportation by Subway**

**Red Line:** Take Red Line to Park Street Station, switch to Green Line (outbound) and get off at Arlington. Exit to the left toward Boylston St. and Public Gardens and continue on Boylston St. The Spot is located between Starbucks/Century Bank and Au Bon Pain. You have gone too far if you cross Berkeley St.

**Blue Line:** Switch to Green Line at Government Center Station, head Outbound and get off at Arlington. Exit to the left toward Boylston St. and Public Gardens and continue on Boylston St. The Spot is located between Starbucks/Century Bank and Au Bon Pain. You have gone too far if you cross Berkeley St.

**Orange Line:** Take Orange line to Back Bay station, exit toward Dartmouth Street, continue on Dartmouth Street then turn right onto Boylston Street. The Spot is located a short distance from the intersections of Berkeley and Boylston.

**Green Line:** Take Green Line to Arlington. Exit to the left toward Boylston St. and Public Gardens and continue on Boylston St. The Spot is located between Starbucks/Century Bank and Au Bon Pain. If you cross Berkeley St, you have gone too far.

## **Hotels/Motels**

### **Hostel International Boston**

19 Stuart Street

Boston Massachusetts 02116

(617) 536-9455

For more information visit: <http://www.hiusa.org/massachusetts/boston/boston>

### **Boston Park Plaza**

50 Park Plaza

Boston, MA 02116

617-426-2000

For more information visit: <http://www.bostonparkplaza.com/>

### **Four Seasons Hotel Boston**

200 Boylston Street

Boston, MA 02116

617-338-4400

For more information visit: <http://www.fourseasons.com/boston/>

### **Taj Boston Hotel**

15 Arlington St

Boston, MA 02116

617-338-4400

For more information visit: <http://www.tajhotel>

### **Hotel 140**

140 Clarendon Street

Boston, MA 02116

617-585-5600

For more information visit: <http://www.hotel140.com/>

### **Fairmont Copley Plaza**

138 St. James Ave

Boston, MA 02116

617-267-5300

For more information visit: <http://www.fairmont.com/copley-plaza-boston/>

## **Restaurants**

**Boloco** – (Mexican Food)

569 Boylston Street

Boston, MA 02116

617-259-1619

For more information visit: <http://boloco.com>**Fire and Ice** – (Buffet Style; Pizza, Pasta, Subs, Wraps, Burgers)

205 Berkeley Street

Boston, MA 02116

617-482-3473

For more information visit: <https://www.fire-ice.com/locations/boston-ma/>**Panera** – (Soup, Subs, Salads)

450 Boylston Street

Boston, MA 02116

617-638-3260

For more information visit: <https://www.panerabread.com/en-us/home.html>**Legal Sea Foods** – (Seafood)

100 Huntington Ave

Boston, MA 02116

(617) 266-7775

For more information visit: <http://www.legalseafoods.com/restaurants/boston-copleyplace>**The Rattlesnake Bar** – (Tacos, Quesadillas, Salads, Sandwiches, Soup)

384 Boylston St

Boston, MA 02116

(617) 859-7772

For more information visit: <http://rattlesnakebarandgrill.com/>**Solas Irish Pub** – (Soup, Wings, Quesadillas, Salads, Sandwiches)

710 Boylston Street

Boston, MA 02116

(617) 933-4803

For more information visit: <http://www.solasboston.com/>**Cosi** - (Flatbread Sandwiches, Flatbread Pizzas, Soups, Salads)

399 Boylston Street

Boston, MA 02116

(857)-350-3119

For more information visit: <http://getcosi.com/>



## **Production Information**

### **Stage**

14.08' L x 8.67' W x 7' H.

Deck to ceiling: 12'

Stage left wing: 2.5' x 7.25'

Stage right wing: 2' x 1.91' x 2.17'

### **Power**

7 quad outlets on stage.

8 quad outlets in room, 4 are located at FOH.

### **Internet**

Dual outlets stage left and stage right.

### **Phone**

Stage left

617-217-9721

DO NOT dial 9 to call external numbers.

### **Dressing Room**

15.33' W x 25' L

Dressing room door: 3.15' W x 6.83' H

### **Vending Machine in Dressing Room:**

\$1.00: Doritos, Fritos, Lay's, Ruffles, Cheez-its, Animal Crackers, Cheetos, Welch's Fruit Snacks, and Pop-Tarts.

\$1.25: Kit Kats, Reeses, Hershey Bars, Twix, Mike and Ikes, Snickers, M&Ms, Peanut M&Ms, Junior Mints, Skittles, Peanuts, Cashews, Austin Peanut Butter Crackers.

\$2.00: Vitamin Water

\*Vending machine items change often and others may be available.

### **Furniture**

(5) Round High Top Tables. 2.5' Diameter, 3.42' Height.	(1) Podium
(14) Tables on Wheels. 4.95' L x 1.5' W x 2.5' H	(1) Fan
(5) Sofa Chairs	(2) Lamps
	(1) Trash Can
	(25) Chairs

### **Storage Room**

Connects directly to upstage right door, is lockable, and available to artists. Can be used as an alternate dressing room.

15.25' L x 21.83' W x 9' H

Backstage door: 2.88' W x 7' H

Upstage right door: 2.83' W x 6.92' H

**Elevator**

This elevator must be used whenever entering or leaving the building (aside from emergencies).  
Load in must utilize this elevator.

Door: 3' W x 7' H

**Building Entrance**

3.3' W x 6.9' H

**House Lights**

On/off switch at FOH and house right entrance door.

Dimmers at FOH.

**Inventory****Lighting**

**\*\*No soundchecks allowed, line checks only\*\***

(4) Chauvet SlimPAR 64

MBT CX-803 A IMX DMX Board

(2) MBT DX 404 4 channel dimmers

(2) Chauvet RGB Techno Strobes

Chauvet Obey 10 Board (in rolling case with Techno Strobes)

(7) Par cans and gel frames

Gels: 2 blue, 2 dark blue, 1 aqua, 4 red, 2 pink, 3 magenta, 1 dark purple, 1 light purple, 4 orange, 2 yellow, 2 green

**Sound**

**MAXIMUM SOUND LEVEL IS 90dBA OUTSIDE THE ROOM**

\*Sound is flown

PreSonus StudioLive 16.4.2 AI

Allen & Heath Mix Wizard 16:2

(2) 15" JBL Eons (active)

(2) 10" wedges (active)

QSC GX3 Amplifier

8 channel TRS snake

50' 16 send 4 return XLR snake

**Mics**

Located in SKB mic case:

(6) SM 58

(5) SM 5

MXL 990

MXL 991

(5) Foam wind screens

Velcro cable ties

Drum Mics:

(3) Tom

(1) Snare

(1) Kick

**Signal Cables**

XLR:

(3) 10'

(1) 15'

(12) 20'

(9) 25'

(1) 30'

(2) 50'

1/4" TRS

(1) 2'

(1) 3'

(7) 5'

1/4" TS

(2) 10'

(2) 20'

Assorted Cables:

5' XLR (male) to 1/4" TS

(3) Male to male XLR

(4) Female XLR to 1/4" TRS

TRS

(1) 1/4" TRS female to male extension cable

(2) 1/8" TRS to dual 1/4" TS (iPod cable)

(2) Insert cable

(1) 1/8" TRS to dual RCA

(3) Female to female XLR

(1) 20' TS to banana jack speaker level cable

(1) TS to Speakon adapter

**Power:**

- (3) Power strips
- (12) IEC cords
- (1) 10’ Edison
- (3) 15’ Edison
- (1) 60’ Power cord
- (7) 6’ Power cord

**Stands:**

- (1) Straight mic stand with round base
- (14) Tripod boom stands
- (2) Tripod stands with lighting cross
- (2) Tripod stands for speakers
- (24) Mic clips

**Drums:**

- 22” Kick
- 12” Rack tom
- 14” Rack tom
- 16” Floor tom
- 14” Snare

- HH stand
- Kick pedal
- Miscellaneous hardware
- Throne

**CYMBALS MUST BE PROVIDED BY ARTIST**

**Rolling Projector Cart**

- Epson Powerlite X17 Projector
- (2) Logitech speakers (no optical drive for playback)
- (3) Lenovo Thinkpad

**Miscellaneous:**

- |                                      |   |   |
|--------------------------------------|---|---|
| (2) rolling speaker bags             | (2) Tally counter   | (4) Sync-weighted curtains                |
| Black gaff tape                      | (2) Boxes of Liquid Chalk                                 | (2) Black curtains                        |
| White gaff tape                      | Safety flag   | (2) Bay State/Spot table cloths           |
| dB meter                             | (2) Two way radios  | (2) Sets of string lights                 |
| Electrician’s tape (assorted colors) | LED light bulb  | (4) Boxes of 300 clear bulb string lights |
| Chalk board                          | 8’ L x 4’ H whiteboard (fixed on upstage wall)            | (4) Boxes of 50 LED dome lights           |
| Cash box                             | 5.8’ W x 5.6’ H projector screen (attached to whiteboard) |   |
| (3) Sharpies                         |   |   |
| Mini stamp kit                       |   |   |

**Security Shirts:**

- |            |        |
|------------|--------|
| (0) Small  | (6) XL |
| (3) Medium | (3) 2X |
| (7) Large  | (3) 3X |

## **Box Office**

- No advance ticket sales unless specifically arranged in advance by management.
- Guest list extremely limited and must be advanced.
- Tickets are available for purchase day of show at The Spot's box office (437 Boylston Street, 3rd Floor). The Box Office opens 30 minutes prior to show time. Cash only.
- If needed, there are ATM's located on Boylston Street within a five block radius: Citizens Bank, TD Bank, Bank of America, and Century Bank.

## **Rules and Regulations**

- The Spot is an all ages venue.
- Doors open 30 minutes before show time in most cases.
- Re-Entry is permitted unless otherwise noted.
- Pyro-technics are NOT allowed under any circumstances! This includes but is not limited to: fog machines, dry ice, smoke machines, flames and all products of that nature.
- No weapons which include but are not limited to: guns, knives, pocket knives, razor blades and laser pointers.
- Smoking is not allowed anywhere inside of the building.
- No moshing allowed.
- Absolutely no drugs or alcohol are allowed inside the building.
- There is no outside food or drink allowed inside of The Spot unless otherwise noted.
- Pets of any kind are not allowed in The Spot. Allowances will ONLY be made for registered service animals.

## **Features for Patrons with Disabilities**

Accommodations can be made for any patron with disabilities; we ask that you please contact The Spot staff with any requests within 24 hours prior to your arrival.

### **Mobility Impairments:**

The Spot is accessible by elevator for patrons with disabilities. The entrance to the building is at sidewalk level. We also have a wheel chair accessible bathroom (door width: 33", height: 82")

### **Sight Impairments:**

All rooms and bathrooms within The Spot have braille signage located either on the doors to the rooms or on the left or right sides of the doors. In case of emergency, there are two emergency stairways with hand railings.

### **Hearing Impairments:**

A registered sign language interpreter can be arranged for any patron who requires a translator.

### **Medical Disabilities:**

Please notify The Spot staff upon entry if you or a friend is susceptible to epileptic seizures, as strobe lights and loud noises may occur during the event.

## Capacity and Seating Arrangements

The Spot is a multi-purpose space and can be configured based on your needs. Please speak with us directly to make arrangements.

