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Introduction

Congratulations on becoming an audio describer for Audio-Reader! Audio description is a descriptive narrative used to enhance the theater experience for visually-impaired patrons by conveying key visual elements in performance arts (e.g., a play, musical, dance or movie). The KU Audio Reader Network Audio Description program normally is composed of three elements consisting of Listener Liaison, Pre-show Descriptor and Show Descriptor activities. In some cases different volunteers are responsible for each of these activities; whereas, in other cases, some of the activities are performed by the same individual. In Audio Description, narrators (Audio Describer activity) typically describe actions, gestures, scene changes and other visual information. The Listener Liaison activity consists of greeting the visually impaired patron and/or their accompanying guest, giving them the appropriate listening equipment, and explaining how that equipment functions. The Program Notes Reader reads program information, describes the opening set and provides other pertinent information about theater amenities to listeners.

Audio-Reader currently provides audio description on a regular basis for the Lied Center, Theatre Lawrence, Starlight Theatre and Kansas City Repertory Theatre. We have recently done shows at Topeka Civic Theatre Academy and The Carlsen Center at Johnson County Community
College and Crafton-Preyer Theatre at KU. This guide includes best practices, scripts to be used at each of these venues, equipment information and checklists to be used at each performance. As always, please contact Jen Nigro at (785) 864-4604 or jnigro@ku.edu with any questions.

**Fundamentals of Audio Description**

Audio Description (AD) provides narration of the visual elements—action, costumes, settings and the like—of theater, television/film, museum exhibitions and other events. The technique allows patrons who are blind or have low-vision the opportunity to experience arts events more completely—**the visual is made verbal**.

Audio Describers are expected to use words that are succinct, vivid and imaginative to convey visual images to people who are blind or have low vision. All of this is done with respect to the performance itself. It is rarely okay to talk over an actor. Additionally, the describer must decide when it is important to let music and sound effects speak for themselves. With that in mind, here are the elements of a successful Audio Description.

1) **OBSERVATION**: Audio Describers should always be aware of the big picture. What are the elements that make up a scene? You must consider more than the movement of the actors on stage. You
must also consider props, lighting, scenery and costumes, and how they contribute to the theater patron’s understanding of what’s happening. Whether you are describing the opening set or the performance itself, you need to be able to point out to the listener, without drawing conclusions about meaning, the important elements of the performance.

2) EDITING: You will rarely have time to say something about everything you see in a performance. That’s where editing comes in. After you take note of the important elements, you have to cull that information into the MOST important information necessary to understanding what’s happening. Sometimes this will be a prop or costume, other times it will be an actor’s movement or facial expression. It may even be something happening in the background of the main action.

3) LANGUAGE: When you describe, your time will almost always be limited. Therefore, choosing objective, vivid, imaginatively drawn words, phrases and metaphors will allow you to describe more. For instance, how many different words can you use to describe someone moving along a sidewalk? Why say “walk” when you can more vividly describe the action with “sashay”, “stroll”, “skip”, “stumble” or “saunter”? Is the Washington Monument 555 feet tall, or is it as high as 50 elephants stacked one on top of the other, or two football fields laid out end to end?
4) VOCAL SKILLS: Your vocal delivery is also important to Audio Description. Meaning is created with the words we choose and also by the way we say them. Be sure your tone and delivery fit what’s happening on stage without upstaging the actors.

5) OTHER TIPS: Finally, make sure what you see is what you say. Our listeners are often well-educated, intelligent people. They don’t need us to interpret what’s happening, spell out relationships or draw conclusions. Keep your description objective, factual and minimal.

For example:

- If a phone rings on stage, don’t say “The phone rings.” Instead, say, “Joe answers the phone.” This allows you to acknowledge the sound without stating the obvious.

- If an actor clenches their fists and frowns, that’s what you should say. Do not assign feelings by saying “George is angry at Helen.”

- When a plot point reveals an unanticipated relationship between two characters, resist the urge to draw that conclusion for your listener. They are watching the same play you are; they can put two and two together on their own.

- Resist the urge to introduce outside information about other forms of the performance (e.g. a book or movie version)
during the description. This is information that can be shared during the pre-show portion of the description.

Audio Description is all about providing access and independence to people who love theater and the arts. Always remember, our listeners are just like us; they just happen to have a hard time seeing.

To learn more about Audio Description efforts in the U.S., visit the American Council of the Blind’s Audio Description Project website, www.acb.org.

**Assignments**

Audio Description assignments are made based on volunteer availability. A list of opportunities will be sent out as far in advance of a production as possible. For last-minute requests, assignments will be made on a first-response basis. For venues where we know well in advance which shows we will do, I will try to make assignments based on which shows you’re most interested in describing. We send two describers whenever possible.

Volunteers will fulfill one of three roles while working at an audio described event.

1. Pre-show describer: The pre-show describer is responsible for all description before the performance starts and during intermission.
This includes reading the program, describing the layout of the theater, activity happening as the theater fills. The pre-show describer should also describe the opening set and any sight gags or other important visual information that the show describer will not have time to cover once the curtain rises. You will do the same at intermission. You are also back-up for the describer, should that person become ill or have a voice problem. **A preview is required.**

2. **Show describer:** The show describer is responsible for all description that takes place during the performance. This includes sets (other than the opening set if described by the Pre-show Describer), costumes, gestures, facial expressions, action and other visual elements that are important to understanding the performance. It is important to time your description so you do not talk over the actors. **A preview is required.**

3. **Listener Liaison:** Our listener liaison goes with the description team to greet listeners and their guests, hand out headsets to our listeners, describe how the headsets operate, troubleshoot any technical difficulties with the headsets and hand out information or answer questions asked by patrons who may stop by our table. You will collect a picture ID (ideally, or other item the patron will want returned such as car keys or cell phone) from each person who takes a headset, and return it when they return the headset. This person also tracks the number of headsets handed out and reports any
equipment issues to the Coordinator of Volunteers using the form provided in the description suitcase. This volunteer will not preview.

**Audio Descriptor Expectations**

1. All describers will go through training at the beginning of their tenure, as well as refresher training every two years in order to remain active.

2. All describers are required to preview the performance they will describe, regardless of whether they are the show describer or the pre-show describer. The pre-show describer needs to be familiar enough with the show to set the scene for the show describer, as well as be able to step in should the show describer fall ill or have an emergency.

3. Previews are required even if you’ve seen that particular show in the past. Interpretations, blocking and costuming can change. You need to see the production in its current form.

4. The show describer and pre-show describer SHOULD NOT switch roles at intermission, unless required by illness or emergency. Switching roles is disruptive to the listener, just as it would be if the lead actor switched with the understudy at intermission.

5. All show and pre-show describers should do their homework. Look up information about the production you will be describing; get some background information. Bring it with you. If the program notes are
short you may need to fill time. You may have to explain the play synopsis, character relationships or inside jokes to your audience before the show starts. If there is no preview, view videos online if available to get a sense of what you will be describing.

6. Remember, you represent Audio-Reader while you are out describing. Dress professionally yet comfortably, smile, and put on the best show possible!

**Previewing**

Pre-show and show describers will be given a list of possible preview dates (when available). Once you make your selection, the Coordinator of Volunteers will arrange for tickets as well as any scripts or access badges. Each theater operates a little differently, so see the following pages for specific details for each venue.

**Equipment**

One member of each description team will need to pick up the audio description equipment from Audio-Reader and take it to the venue, unless otherwise indicated by the Coordinator of Volunteers. The equipment will be charged and tested when you receive it, but you should still test it upon arrival at the venue. Everything is contained in a single suitcase, with
smaller “go bags”. You will find the transmitter, microphone, receivers, headphones, flashlight/reading light, reading glasses and describer nametags (be sure to wear these—they keep people from questioning you!).

**Arrival and Setup**

You should arrive at your venue a minimum of AN HOUR before performance time. If you are describing at the Lied Center, you can cut this to a half-hour, as there is no equipment to set up and test. You and your team may want to touch base prior to description night to arrange a meeting time and place or arrange ride sharing.

Upon arrival one person from your team should check in with Jen by texting 785-830-0036. It’s important for me to know our team is on the scene and ready to describe on time. We have had catastrophic failures in the past where the Describer failed to arrive and the patron was left without assistance of any kind.

After you have checked in with the Coordinator of Volunteers, begin setting up in the areas designated at each theater (see theater specifics on the following pages). The Listener Liaison should be ready to hand out listening devices as soon as the venue opens to the public. Collect a picture ID (or other valuable item) in exchange for each headset, and return it when the headset is returned. Have brochures available as well. Smile and make contact with potential patrons as they walk by. You may recruit a new
listener! Just before the performance begins, stow the remaining equipment and go watch the show wherever the theater allows volunteers to watch. Return to your station at intermission.

The Pre-show Describer and Show Describer should set up the transmitter and test equipment. If you are describing without a partner you may have to rely on ambient noise or your Listener Liaison. Begin broadcasting about 30 minutes before curtain. When you finish, both at intermission and at the end of the performance, turn your microphone off BEFORE you turn off power to the transmitter. If you don’t, your listeners will hear a loud buzzing in their ears.

Turn the page for an inventory of equipment and transmitter setup instructions.
Audio Description Equipment

Having trouble?
Kansas City:
Call Art
h-816 822 0042
c-816 797 8467
Lawrence/Topeka:
Call Jennifer
785 830 0036

INVENTORY:
Headset mic, listener headphone, transmitter
Mic stand base and shaft, mic cable, mic
Power supply with cord, antenna, spare antenna

Here's how it looks all hooked up.

Plug power supply cord to power supply, and in to back of transmitter.

Plug mic in to cord, and cord in to back of transmitter.

Plug and twist-lock rubber antenna in to back of transmitter.

Use a pair of headphones to monitor output of transmitter.

PROBLEMS and SPARE PARTS:
If the rubber antenna gets lost, use the spare. Peel off the tape on top of transmitter, and screw the antenna in.
If the mic doesn't work, use the spare headset mic. It's a mic only (headset speaker does not work), and will be louder than the standard mic. There is also a spare microphone cable.

Contact Jen Nigro at (785) 830-0036 or Art Hadley (number listed above) with technical problems.
A  Power switch, press to turn on. (Button is “in” when on, “out” when off.)
B  Input balance: THIS WILL BE YOUR SETUP VOLUME CONTROL, AND IT WORKS BACKWARDS!
C  Test tone: Handy to set meter levels and make sure you’re transmitting, normally needs to be off.
D  Input levels for 1 & 2; mic is 1. You need to set this volume while you talk to set the system up.
E  Mix volume: This will be your volume control during the show; turn it up and down as you see fit.
F  Transmitter should be on Channel E. If it isn’t, use the up and down SELECT buttons to find it.
G  Headphone jack and volume control. This only affects what you hear; you’ll need to turn it almost all the way up, probably. What you hear here should be the same as what the listeners hear.

H  Push rubber antenna on and twist clockwise to lock.
I  Power level: Switch should be all the way to the right, highest power.
J  Power supply plugs in here.
K  Input 1 select: Should be in middle position, “MIC.”
L  Either big XLR connector or smaller 1/4 inch plug mic goes in here.

Q: What does the CONTOUR knob do?
A: No one knows. Feel free to spin it around while you listen, and see if you can figure it out.

**SETUP PROCESS:**

1) Turn INPUT (knob B) all the way clockwise. While talking into the mic, slowly turn the knob back toward 1 and watch the level on the top meter. Set it so talking loud barely hits the red. (That will be almost all the way towards the 2 side; you won’t move the knob much.) Leave it there for the show.

2) Turn MIX LEVEL (knob E) up or down so the mix meter above it shows a good level. Use the MIX LEVEL knob during the show if/when you need to adjust your volume.
Troubleshooting

Here are some common problems you may encounter while on a description:

**If none of the radios work**: The channel may have been changed and may be wrong; otherwise it shouldn’t be changed nor should you care what channel it’s on (this is different from the following graphic).

**If the sound on the receivers is distorted**: Your mic may be too loud. The volume knob on the transmitter is VERY sensitive on this equipment. Try turning it down on the transmitter. Remember, for lower volume, turn the knob to the right; for higher volume, turn the knob to the left.

**If there’s obvious interference on the channel**: It probably needs to be changed. This is rare. You know because you can hear something on the receivers when the transmitter is off.

**To Change the Channel**:

Simply change the channel on the transmitter, then re-tune the radios. To do this, flip open the door on the front and press the channel change button until you find the sound coming from the transmitter.

**If you change the channel** you need to take all the radios a half block away from the transmitter, while the mic is on transmitting background noise. Plug in headphone to each receiver, lift the flap
on the radio and push the button over and over until you find your transmission. There are about eight channels in the circuit. If you try tuning the radios too close to the transmitter, you can get it on several channels.

**If the listener complains their receiver doesn’t work at all** and it doesn’t seem to be a channel issue, make sure the receiver is turned on, volume turned up and headphones are working. If none of this fixes it, give the listener a different headset and set the defective one aside for us or mark it in some way (placing it upside down in the storage case is effective) so we can check it out upon its return.

**Departure**

Prior to leaving the venue for the evening, you will need to collect all of the receivers and headsets from the patrons and pack everything back into the Audio Description suitcase. One person from your team should deliver the equipment back to Audio-Reader during business hours. Be sure you have everything. There is a checklist on the following pages.

If there are no listeners, please contact the Coordinator of Volunteers before leaving early. You are strongly encouraged to stay and practice!
Crafton-Preyer Theatre (Murphy Hall, KU)

Address: 1530 Naismith Drive, Lawrence, KS 66045
Phone: (785) 864-3982
Contact: Jim Dix (Box Office Manager) and Alex Weston (Stage Manager)

Protocol:
Free parking is usually available in Lot 54 to the west of Murphy Hall. Permits are not required on evenings or weekends. The Allen Fieldhouse garage is also open during performances and charges $1.75 for the first hour and $1.50 each additional hour. There are parking restrictions on campus during home football and basketball games that may affect parking during some performances.

They will set up a table for headset distribution near the box office. You will leave headsets and receivers there with one of our volunteers. Remember to keep a receiver and a pair of headphones so you can test your signal. To get to the description booth, enter the lobby, go upstairs to the balcony, turn right (West) and go up the stairs to the door at the very back of the balcony. The booth is at the end of a long hallway. Ask at the box office for the house manager if you have any questions.
Crafton-Preyer Pre-Show Script

“Hello, and welcome to Crafton-Preyer Theatre located inside Murphy Hall on the University of Kansas campus. You’re listening to the Audio Description channel. Audio Description is provided free of charge through the efforts of the University of Kansas Audio-Reader Network.”

“Your headphones are picking up audio from a low-power FM transmitter. The on/off switch is the dial on the top of the receiver. This dial also controls the headphone volume. You may experience some occasional static or interference. If static persists, try moving the receiver to a different position. If that doesn’t work, the box office can exchange your receiver.”

“Two aisles lead into the Theatre from either side of the lobby, on both the upper and lower levels, and continue toward the stage. This cuts the audience seating into thirds, with the center section slightly bigger than the two side sections. Steps run each of the divides. In the side sections, seats lower numbered seats are closest to the stage. In the center section, lower numbered seats are to audience right.”

(Read printed program notes, describe any visual points of interest concerning the audience. Since the stage is visible, describe the set. Repeat until curtain time.)

Intermission Script:

Restrooms and drinking fountains are located in the upper lobby. Food is not allowed in the Crafton-Preyer. Bottled or lidded drinks are allowed. The Murphy Hall Hawk Stop is usually open before curtain and during intermission of Crafton-Preyer performances.

(Read more from the program and/or any special notes that need to be mentioned in preparation for the second act. Comment on the costumes, the lighting, etc. Read schedule of upcoming Community theater shows to be described.)
Ending Script:

“We hope you’ve enjoyed tonight’s performance. As you leave the theater, please remember to drop off your headphones and receiver at the box office. If you have any questions or comments about tonight’s Audio Description, please call Audio-Reader during business hours at (785) 864-4600 or toll free at (800) 772-8898. I’m ____________, your volunteer describer. Our next description will be _________________ on _______________ at _______________. (Please see the enclosed schedule for information.)

“Audio Description is provided by the Kansas Audio-Reader Network. For information on other shows that are audio described in the Lawrence and Kansas City area, please call Audio-Reader at (785) 864-4600 or toll free at (800) 772-8898. Thanks for joining me.”

(Turn your headphone/receiver unit off. Turn off the transmitter unit and unplug the transmitter and microphone. Retrieve the headphones and receivers from the box office.)
The Lied Center of Kansas

Address: 1600 Stewart Avenue, Lawrence, KS 66045
Phone: (785) 864-3469
Contact: Jeri Glynn (Box Office Manager), Andy Hause (House Manager)

Protocol:

You will not need Audio-Reader’s description equipment for performances at the Lied Center. When you arrive, check in at the patron services desk to your left as you enter the main doors. Let them know you are there to audio describe and make sure the equipment is set up and ready to hand out to patrons. You will then proceed to the audio description booth, where the equipment will be set up for you. The booth is located inside the set of doors nearest the patron services desk. Enter the double doors, then go in the door to your right (before you actually enter the theater). All you should need to do is turn on the microphone when you are ready to start broadcasting. Follow the procedure for all performances.
Lied Center Pre-show Script:

Hello and welcome to the Lied Center of Kansas. You are listening to the audio description channel. Audio description is a free narration service provided through a collaboration of the Kansas Audio-Reader Network, the Lied Center of Kansas, and the Kansas Commission for the Arts. My name is (your name), and I will be reading program notes from this (afternoon’s)(evening’s) presentation of (name of production).

Your headphones or hearing loop are picking up a radio frequency signal being transmitted throughout the auditorium and most of the lobby areas throughout the building. This means that even if you have to leave to go to the restroom, you can still listen to the performance happening on stage!

If your device stops working or you would like to try a different headset, please return to the Audience Services Desk near the grand staircase in the main lobby for assistance. Our staff is here to help and make sure that you enjoy every moment of today’s performance. Please let us know if there is anything we can do to make your experience better.

About the Lied Center

The Lied Center of Kansas was completed in Fall 1993, on the highest ridge of the KU campus. Both lobby levels feature picture windows offering magnificent views of the rolling hills of Northeastern Kansas and the Wakarusa River Valley. If you have not already seen the spectacular view from our upper lobby, please be sure to arrive early for your next show and enjoy one of the most unique views in all of Lawrence.

Restrooms, coat closets and water fountains are found throughout the lobby areas. Please ask an usher or House Manager if you need assistance locating any of these places or if we can provide you a cough drop, ear plugs or tissues. These items are also available at the Audience Services Desk in the main lobby, where you picked up your headset.

Now, it’s time for a little Lied Center trivia!
Did you know that the auditorium seats up to 1,979 people or that at its widest point, it is 122 feet wide?

Or, that the opening to the stage, which is also known as the proscenium (pro-SEE-knee-um), is 56 feet wide and 28 feet high?

Did you know that the front portion of the stage can be lowered to allow for additional seating for patrons or to accommodate an orchestra of 140 seated musicians?

Or, that there are seven dressing rooms backstage with room to accommodate approximately 60 performers?

Go ahead - quiz the person next to you to see how much they know about the Lied Center!

Performance Details
[INSERT Specific Show Notes]

We hope you enjoy (this afternoon’s)(tonight’s) performance. At the end of the show, please remember to return your assistive listening device to the Audience Services Desk located in the main lobby.

And, we hope to see you again for the next Lied Center event, which is (name of production, production date, and production time).

If you are interested in purchasing tickets to Lied Center shows, or if you would like to know more about services offered at the Lied Center, please contact our Ticket Office at (785) 864-2787.

If you have any questions or comments about tonight’s taped program notes or audio description in general, or to request audio description services for an upcoming performance at the Lied Center, please call Audio-Reader at 1-800-772-8898.

Your reader this (morning, afternoon, evening) has been (your name). Thank you for joining me.
Intermission Script:

“As you face the stage on the main floor, there are two aisles leading from the back of the hall all the way to the stage. The seating is arranged so that about half the seats are between these two aisles, with another quarter of the seats between each aisle and the outside wall. Just outside this wall there are restrooms at each exit.”

“About halfway up the auditorium is an aisle that crosses the theater, with side exits at each end. This aisle is between rows N and O.” (Mention whether the aisle is clear for walking or contains seating or is blocked by equipment.)

“If you go out either of the side exits toward to the lobby from the center cross aisle, when you reach the lobby turn toward the direction of the stage, toward the front of the theater, to find the lower lobby restrooms. There is a men’s room and a women’s room at each exit.”

“If you go out one of the two front-to-back aisles to the main lobby, turn away from the center of the theater to find the restrooms. In the main lobby, there is one restroom on each side of the theater. As you’re facing the stage, the men’s room is by the aisle on the right side of the theater, and the women’s on the left. On each side, if you follow the curved wall a little ways past the restrooms, you’ll find a drinking fountain.

(Read more from program, and/or any special notes that need to be mentioned in preparation for the second act. Comment on the costumes, the lighting, etc. Mention that you can request Audio-Description for future shows by contacting the Lied Center or Audio-Reader.)

Ending Script:

“We hope you’ve enjoyed tonight’s performance. If you have any questions or comments about tonight’s Audio Description, please call Audio-Reader during business hours at (785) 864-4600 or toll free at (800) 772-8898. Tonight’s performance was described by Audio-Reader volunteers ______________________ and ______________________. Our
next scheduled description is _________________ on _______________ at ________________. (Please check the enclosed schedule for this information.)

“Audio Description is provided through the efforts of the Lied Center of Kansas and the Kansas Audio-Reader Network. For information on other shows that are audio described in the Lawrence and Kansas City area, please call Audio-Reader at (785) 864-4600 or toll free at (800) 772-8898.

“As you leave the theater, please remember to drop off your headphones at patron services. Thanks for joining us.

(Turn off your headphones, clean up your space and head home!)

Additional Information about the Lied Center
(To be used if necessary to fill time pre-show and during intermission)

“The Lied Center of Kansas was completed in the fall of 1993, on the highest ridge of the KU campus. Lobby areas of 10,000 square feet are divided into two levels, with both levels walled by picture windows that offer magnificent views of the rolling hills of Northeastern Kansas and the Wakarusa River Valley. Polished brass handrails accent the Grand Staircase, which connects the main lobby with the upper lobby. Each lobby contains concession areas, rest rooms, cloakrooms, elevator access, pay phones, and drinking fountains.

“The Center seats 2,024 people, with 1,100 seats on the main floor or orchestra level; over 500 seats on Balcony 1; and about 350 seats on Balcony 2. From the left wall to the right wall at the front of the house, the auditorium measures 122 feet. The stage is 56 feet wide and 28 feet high (raised three and a half feet above the auditorium floor). The auditorium can accommodate an orchestra of 140 seated musicians. When the orchestra pit is not in use, it is often removed to make room for additional seating close to the stage.

“In the wardrobe area backstage, there are seven dressing rooms with room to accommodate up to 60 performers. A dance rehearsal studio,
technical director’s office, production office, and scene shop are also located backstage.

“The auditorium features acoustics which can be ‘tuned’ to suit the requirements of each individual performance. Besides an acoustic orchestra shell, motorized midnight blue velour drapes can be adjusted to change the reverberation time and the quality of reflected sound. When not deployed, the drapes are concealed behind three levels of elegant hardwood grilles.
Theatre Lawrence

Address: 4660 Bauer Farm Drive, Lawrence, KS 66049
Phone: (785) 843-7469
Contact: House Manager (this varies from performance to performance).

Protocol:

The listener liaison will set up at a table across from the box office, keeping the bag with the earphones, the case with the receivers and the suitcase. The show describer can grab the bag with the transmission equipment and the lamp and head upstairs to the booth. To get to the booth, take the elevator (to your right as you face the box office) up to the second floor. As you get off you will see a doorway in front of you (not the theater entrance). This is the entrance to the light and sound booths. Go in, go up the short flight of stairs, and go through a second door. You will find a small table set up under a small window; this is your spot. Assemble the transmitter and microphone; use one of the receivers to test your signal through the entire theater. You can then plug headphones directly into the transmitter during the show to monitor your volume, etc.
Theatre Lawrence Pre-Show Script:

“Good evening, and welcome to Theatre Lawrence. You’re listening to the Audio Description channel. Audio Description is provided free of charge through the efforts of the University of Kansas Audio-Reader Network.”

“Your headphones are picking up audio from a low-power FM transmitter. The on/off switch is the dial on the top of the receiver. This dial also controls the headphone volume. You may experience some occasional static or interference. If static persists, try moving the receiver to a different position. If that doesn’t work, the box office can exchange your receiver.”

“Two aisles lead into the Theatre from either side of the lobby, on both the upper and lower levels, and continue toward the stage. This cuts the audience seating into thirds, with the center section slightly bigger than the two side sections. Steps run each of the divides. In the side sections, seats lower numbered seats are closest to the stage. In the center section, lower numbered seats are to audience right.”

A bar area spans the lobby between the two entrances to the theatre. Refreshments are available before the performance starts and during intermission, and they are allowed in the theatre. There is a coat room to your right as you face the bar. Restrooms are to the left of the bar. There is an elevator to the left of the entrance to the stage area which will take you to the upper level of seating. You will find stairs there as well.

(Read printed program notes, describe any visual points of interest concerning the audience. Since the stage is visible, describe the set. Repeat until curtain time.)

Intermission Script:

“As you exit the stage area for intermission, you will find a bar area spanning the wall between the two exits. Restrooms and drinking fountains are on the right side of the lobby, the coat room is to the left.”
(Read more from the program and/or any special notes that need to be mentioned in preparation for the second act. Comment on the costumes, the lighting, etc. Read schedule of upcoming Community Theatre shows to be described.)

Ending Script:

“We hope you’ve enjoyed tonight’s performance. As you leave the theater, please remember to drop off your headphones and receiver at the box office. If you have any questions or comments about tonight’s Audio Description, please call Audio-Reader during business hours at (785) 864-4600 or toll free at (800) 772-8898. I’m __________, your volunteer describer. Our next description will be ________________ on ________________ at ________________. (Please see the enclosed schedule for information.)

“Audio Description is provided by the Kansas Audio-Reader Network. For information on other shows that are audio described in the Lawrence and Kansas City area, please call Audio-Reader at (785) 864-4600 or toll free at (800) 772-8898. Thanks for joining me.”

(Turn your headphone/receiver unit off. Turn off the transmitter unit and unplug the transmitter and microphone. Retrieve the headphones and receivers from the box office.)

Additional Information about Theatre Lawrence:

For additional filler information about Theatre Lawrence, see the 2013 guide in the audio description suitcase.
Kansas City Repertory Theatre

Address: 4949 Cherry Street, Kansas City, MO 64110
Phone: (816) 235-2700
Contact: Melinda McCrary

Protocol:

Leave all but one receiver set at the Souvenir Sales stand, to the west of door one. Take the transmitter and other equipment to the booth on the 5th floor, room 525. Once everything is assembled, check your signal throughout the theatre.
Kansas City Repertory Pre-Show Script:

“Good evening, and welcome to the Kansas City Repertory Theatre in the Performing Arts Center on the campus of UMKC. You are listening to the Audio-Description channel. Audio-Description is a free service provided through the efforts of the Kansas Audio-Reader Network and Kansas City Repertory Theatre. Tonight’s performance will be described by _______________ and _____________________.

“Your headphones are picking up audio from a low-power FM transmitter. The on/off switch is the dial on the top of the receiver. This dial also controls the headphone volume. You may experience some occasional static or interference. If static persists, try moving the receiver to a different position.”

“Restrooms are located at the end of each lobby. As you exit doors one and two, turn to either the left or right and proceed to the end of the lobby to locate the restrooms. From door three, go down the steps to the third floor and turn either to the left or right, proceeding to the end of the lobby to locate the restrooms.”

“Concessions are available during intermission in the food area that is a horseshoe-shaped gray kiosk located opposite the large windows in the theatre lobby. Pre-ordered dinners, soft drinks, coffee, cocoa, cookies, cakes, brownies and candy are among the goodies available. No food and drink are allowed in the theatre.”

“Pay phones are located by the Central Ticket Office. There is a courtesy phone located by the Souvenir Sales stand, where you picked up your receiver.

“While attending performances at The Rep, you may check your coat in the coatroom, which is between the Souvenir Sales stand and the steps that lead to the fourth floor. This is a free service for theatre patrons.”

(Read from the program until the performance starts and set the scene for the describer.)
**Intermission Script:**

“Restrooms are located at the end of each lobby. As you exit doors one and two, turn to either the left or right and proceed to the end of the lobby to locate the restrooms. From door three, go down the steps to the third floor and turn either to the left or right, proceeding to the end of the lobby to locate the restrooms.”

“Concessions are available during intermission in the food area that is a horseshoe-shaped gray kiosk located opposite the large windows in the theatre lobby. Pre-ordered dinners, soft drinks, coffee, cocoa, cookies, cakes, brownies and candy are among the goodies available. No food and drink are allowed in the theatre.”

“Pay phones are located by the Central Ticket Office. There is a courtesy phone located by the Souvenir Sales stand, where you picked up your receiver.

*(Read from the program until the performance starts. Set the scene for Act II.)*

**Ending Script:**

“We hope you have enjoyed tonight’s performance of ___________________. If you have any questions or comments about tonight’s Audio-Description, or would like to learn about other audio described performances in the Lawrence and Kansas City areas, please call Audio-Reader during business hours at 1-800, 772-8898 or (785) 864-4600. Tonight’s performance was described by ________________ and I am ________________. Our next description will be ______________________ on ______________________ at ______________. (Please see enclosed schedule for information.)

*(Turn off the transmitter, pick up the receiver sets and pack up.)*
Additional Information about Kansas City Repertory Theatre:

“Kansas City Repertory Theatre productions are presented in the Helen F. Spencer Theatre in the Performing Arts Center. The stage contains 14 trap doors, allowing a variety of surprises. The thrust of the theatre is actually an elevator. Depending on the position of the thrust, the theatre seats 590 to 713 people.”

“Kansas City Repertory Theatre gratefully acknowledges the support and assistance of the University of Missouri-Kansas City. The Rep, founded in 1964 as part of the UMKC Department of Theatre, was separately incorporated as a not-for-profit professional theatre in 1979. At that time, it was called Missouri Repertory Theatre. Since its incorporation, the Rep and UMKC have continued in a mutually beneficial relationship. The Rep performs in residence on the UMKC campus in the Center for the Performing Arts—one of the most technically advanced theatre production plants in the country. The Rep is dedicated to preparing America’s future talent in the theatre. To that end, the exceptionally talented students of the UMKC Department of Theatre study and practice alongside Rep professionals.”
Starlight Theatre

Address: 4600 Starlight Rd., Kansas City, MO 64132
Phone: (816) 363-7827
Contact: Nick Riojas (Cell: (816) 799-7827)

Protocol:

You will need an I.D. badge in order to enter Starlight for both your preview and the description. This is also your parking pass. The entire team will be set up at a table behind Terrace 2 in the seating area. Be sure to collect a picture ID from the person checking out the receiver and keep it in the card file until they return the receiver. Once you are set up, your partner should take a receiver and check your signal throughout the seating area.
Starlight Pre-Show Script:

“Good evening, and welcome to Starlight Theatre. You’re listening to the Audio Description channel. Audio-Description is a free service provided by the University of Kansas Audio-Reader Network in conjunction with Starlight Theatre. Your describers tonight are ____________________ and ____________________.”

“Your headphones are picking up audio from a low-power FM transmitter. The on/off switch is the dial on the top of the receiver. This dial also controls the headphone volume. You may experience some occasional static or interference. If static persists, try moving the receiver to a different position.”

You’ll find restrooms on either side of the Stage house. Additional public restrooms are located adjacent to either side of the Plaza Seating areas, which are toward the middle of the seating sections. There are 6 concession stands surrounding the seating area. Pay phones are located at the top of the theatre seating and by the Applause Club at the front of the seating area.

(Read from the program; set up the opening scene for the describer.)

Intermission Script:

“We are now in a 20-minute intermission. There are 6 concession stands surrounding the seating area. You’ll find restrooms on either side of the Stage house. Additional public restrooms are located adjacent to either side of the Plaza Seating areas, which are toward the middle of the seating sections.

(Read from the program, describe the audience/evening and set the stage for the coming act.)
Ending Script:

“We hope you’ve enjoyed tonight’s performance. If you have any questions or comments about tonight’s Audio Description, please call Audio-Reader during business hours at (785) 864-4600 or toll free at (800) 772-8898. Tonight’s performance was described by Audio-Reader volunteers __________________ and ___________________. Our next description will be ______________________ on _____________ at _____________. (See the enclosed schedule for this information.)

“Audio Description is provided through the efforts of the Kansas Audio-Reader Network and Starlight Theatre. For information on other shows that are audio described in the Lawrence and Kansas City area, please call Audio-Reader at (785) 864-4600 or toll free at (800) 772-8898. Thanks for joining us. As you leave the theater, please remember to drop off your headphones at the gift shop to the left of the stage.”

(Turn your headphone/receiver unit off. Turn off the transmitter unit and unplug the transmitter and microphone. Retrieve the receiver sets from the Ovations gift store and pack them in the suitcase.)

Additional Information about Starlight Theatre:
(If needed to fill pre-show or intermission.)

Starlight Theatre opened in the summer of 1950 with the “Thrills of the Century” pageant, a show produced in celebration of Kansas City, Missouri’s Centennial. The Starlight Theatre Association of Kansas City, formed in 1950, began programming and operating the theatre in the following year. Over the years, Starlight’s season has evolved from a series of operettas, light opera and musical comedies to include 5 Broadway shows and contemporary concerts.”

“In the early 1980s, Starlight extended its stage over the orchestra pit. The 10-story, climate-controlled Jeannette and Jerome Cohen Community
Stage, a 10-and-a-half million dollar project, opened in 2000, allowing the theatre to host nationally touring mega-hits.”

“A successful capital campaign has allowed Starlight to add indoor rehearsal halls, a gift store, expanded concessions and restrooms and an administrative building. This year, Starlight introduces all new seats, group party pavilions and a new north façade. The theatre seats more than 79-hundred people.”

“The stage area is a sprung wood floor sitting on pads of neoprene which creates a low-impact surface for the dancers, thereby reducing the stress on the feet and legs. There is also a trap floor system to allow for special effects, such as making the Wicked Witch melt.”
Yardley Hall/Polsky Theatre
(Johnson County Community College Campus)

Address: 12345 College Boulevard, Overland Park, KS 66210
Phone: (913) 469-8500
Contact: Emily Behrman

Protocol:

Leave all but one receiver set at the coat check just outside Yardley Hall. Take the transmitter and other equipment to the sound booth. Once everything is assembled, check your signal throughout the theatre.
JCCC Yardley Hall Pre-show Script:

Welcome to Yardley Hall in the Carlsen Center at Johnson County Community College. You’re listening to the audio description channel. Audio description is provided through the efforts of the Kansas Audio-Reader Network and the Carlsen Center. Your describers tonight are ______________ and ________________.

“Your headphones are picking up audio from a low-power FM transmitter. The on/off switch is the dial on the top of the receiver. This dial also controls the headphone volume. You may experience some occasional static or interference. If static persists, try moving the receiver to a different position.”

Exits, aisles, rest rooms, concessions, phones

You have entered Yardley Hall at house divide, an aisle that divides the audience area in half. This aisle runs laterally through the house, or parallel to the stage. You have either gone to the left, into the orchestra seating area, or climbed the stairs to the right, into the tier area.

As you face the stage, the theatre is divided into thirds, the center section having an aisle on either side. Other seating sections are on the right and the left of these aisles. At house divide, or center aisle, there is a seating area designated for wheelchair users.

There are four exits on the main floor – one at each end of the house divide, and one at the end of the aisles at house right and at house left, close to the stage. At the back of the tier section, there are two exits at the rear of the center aisles and the side aisles. In the balconies, there are two exits at the rear of the center aisles and the side aisles.

Restrooms are located on the carpeted level of the lobby, and directions to the restrooms depend on the door from which you exit. If you exit the theatre from the door in which you entered, restrooms will be to your left, as you follow the curved wall on your left. Continue around this wall approximately 40 feet. There will be a door that leads into the coatroom where you picked up your headphones. After that, you will find four water fountains. The next opening you find leads to the men’s restroom.
Between the men’s restroom and the women’s restroom, you will find another four water fountains. Across from these restrooms is the concession area.

If you exit the auditorium from the tier section, go straight across the lobby approximately 60 feet. The restrooms are slightly to your right, men’s restroom is first, and the women’s restroom is further right.

If you exit the house from the balcony house right, turn right after exiting the door, and after approximately 10 steps to the right, begin to cross the lobby to your left. The restrooms are located 60 feet across the lobby. The men’s restroom will be the first door, the women’s restroom the second door.

Phones are located in the lobby on the granite level. To reach the granite level from the house left doors, walk forward from the doors approximately 30 feet, and follow the benches to the left approximately 10 feet. On your right there are eight stairs leading down to the granite level. At the bottom of the stairs, approximately 60 feet away and on your left are the telephones.

(Read from the program and set the scene for Act I).

Intermission:

You have entered Yardley Hall at house divide, an aisle that divides the audience area in half. This aisle runs laterally through the house, or parallel to the stage. You have either gone to the left, into the orchestra seating area, or climbed the stairs to the right, into the tier area.

As you face the stage, the theatre is divided into thirds, the center section having an aisle on either side. Other seating sections are on the right and the left of these aisles. At house divide, or center aisle, there is a seating area designated for wheelchair users.

There are four exits on the main floor – one at each end of the house divide, and one at the end of the aisles at house right and at house left, close to the stage. At the back of the tier section, there are two exits at the rear of the center aisles and the side aisles. In the balconies, there are two exits at the rear of the center aisles and the side aisles.
Restrooms are located on the carpeted level of the lobby, and directions to the restrooms depend on the door from which you exit. If you exit the theatre from the door in which you entered, restrooms will be to your left, as you follow the curved wall on your left. Continue around this wall approximately 40 feet. There will be a door that leads into the coatroom where you picked up your headphones. After that, you will find four water fountains. The next opening you find leads to the men’s restroom.

Between the men’s restroom and the women’s restroom, you will find another four water fountains. Across from these restrooms is the concession area.

If you exit the auditorium from the tier section, go straight across the lobby approximately 60 feet. The restrooms are slightly to your right, men’s restroom is first, and the women’s restroom is further right.

If you exit the house from the balcony house right, turn right after exiting the door, and after approximately 10 steps to the right, begin to cross the lobby to your left. The restrooms are located 60 feet across the lobby. The men’s restroom will be the first door, the women’s restroom the second door.

Phones are located in the lobby on the granite level. To reach the granite level from the house left doors, walk forward from the doors approximately 30 feet, and follow the benches to the left approximately 10 feet. On your right there are eight stairs leading down to the granite level. At the bottom of the stairs, approximately 60 feet away and on your left are the telephones.

(Read from the program and set the scene for Act II).

Post-show:

We hope you enjoyed tonight’s performance of (name of production). Please remember to return your headsets to the coatroom before you leave the Carlsen Center.

If you have any questions or comments about tonight’s audio description, please call the Kansas Audio-Reader Network during regular business hours, at 1-800-772-8898. Tonight’s program was described by
(Turn off the transmitter, pick up the receiver sets and pack up.)

**Additional Information About Yardley Hall:**  
(If needed for pre-show/intermission)

Yardley Hall is the largest of the three theatres housed in the Carlsen Center at Johnson County Community College. Its total seating capacity of 1,250 is divided on four levels: orchestra, tier, balcony, and box levels.

The farthest seats are 100 feet from the stage, which creates a unique feeling of intimacy for an auditorium of this size. Yardley Hall is extremely versatile for any event that does not require a large degree of intimacy for its staging. It is ideal for music or dance. The acoustics are excellent and can be tuned for voice or music.

Behind the stage are support areas and dressing rooms for visiting artists. These support areas include the scene shop, the properties shop, the costume shop, costume storage, and piano storage. There are seven dressing rooms of varying sizes to accommodate artists who are in performance at the Carlsen Center.
Topeka Civic Theatre and Academy

Address: 3028 SW 8th Ave., Topeka, KS 66606
Phone: (785) 357-5213
Contact: Jennifer Fletcher

Protocol:

 Receivers will be handed out from a table near the box office. Be sure to hang on to one for monitoring purposes. Once everything is assembled, check your signal throughout the theatre.
Topeka Civic Theatre and Academy Pre-Show Script:

“Good evening, and welcome to the Topeka Civic Theatre Academy. You are listening to the Audio-Description channel. Audio-Description is a free service provided through the efforts of the Kansas Audio-Reader Network and Topeka Civic Theatre and Academy. This performance will be described by _________________ and _________________.

“Your headphones are picking up audio from a low-power FM transmitter. The on/off switch is the dial on the top of the receiver. This dial also controls the headphone volume. You may experience some occasional static or interference. If static persists, try moving the receiver to a different position.”

Topeka Civic Theatre Academy performances take place in the Oldfather Theatre. Restrooms are near the grand lobby, where you first entered. As you leave the main entrance of the Oldfather theatre, take a sharp right and down the hall, the men's rest-room will be on your right (right after you pass the box office- which is on your left)

If you leave the main entrance of the Oldfather theatre and turn a sharp left, then go all the way down the hall, take another left and go all the way down the hall, the women's bathroom will be on your left (before you hit the lobby- which has carpet)

(Read from the program and set the scene for the first act.)

Intermission Script:

Topeka Civic Theatre Academy performances take place in the Oldfather Theatre. Restrooms are near the grand lobby, where you first entered. As you go down the west hallway a few steps, the men’s room is on the east side. The women’s room is in the east hallway on the other side of the lobby. You will find it on the west side of that hallway.”

(Read from the program and set the scene for the second act.)
Ending Script:

“We hope you have enjoyed this performance of _______________. If you have any questions or comments about Audio-Description, or would like to learn about other audio described performances in the Topeka, Lawrence and Kansas City areas, please call Audio-Reader during business hours at 1-800, 772-8898 or (785) 864-4600.”

“Tonight’s performance was described by _______________ and I am _______________. Thanks for coming to Topeka Civic Theatre and Academy. Our next description will be _______________ on _______________ at _______________. (See enclosed schedule for information.)

(Turn off the transmitter, pick up the receiver sets and pack up. )

Additional Information about Topeka Civic Theatre and Academy:

“Topeka Civic Theatre and Academy was founded in 1936, and is the oldest continuously running community dinner theatre in the country. The theatre is currently housed in the former Gage Elementary School, which was built in 1929 and renovated for the theatre’s purposes in 1999.”

“Topeka Civic Theatre and Academy has a twofold mission: To enrich the lives of people in Topeka and Northeast Kansas by creating a broad range of programs and artistically excellent theatrical experiences for their education, engagement and entertainment; and to nurture inspired and aspiring avocational theatre artists and support volunteers by providing positive and exciting opportunities for showcasing and developing performance, production and management skills. The Topeka Civic Theatre’s Academy offers several classes to this end, targeting people ranging in age from 4 to 94.”