Winthrop University  
Department of Theatre and Dance  
Public Information Sheet

Production: ______________________________________________________________
Performance Dates: ______ through _______ Total seating capacity: __________ seats
1) Running time (what time is it over?): ___ hrs. ____mins./___:___AM/PM
2) Intermission(s): _____ intermission(s) lasting _______mins.
3) Adult (sexually explicit) language/obscenity in the show: Y N
4) Adult situations/violence in the show: Y N
5) Gunshots used in the show: Y N
6) Strobe lights used during the show: Y N
7) Fog machine/dry ice used during the show: Y N

- Johnson Theatre is handicap accessible. Space for two wheelchairs is available in
  the auditorium.
- Johnson Studio Theatre is handicap accessible.
- There are vending machines in the lobby for refreshments.
- Parking: Free parking in the Johnson parking lot, immediately adjacent to the
  theatre, and in the commuter lot across Stewart Ave. from the theatre.
- Curtain time for Wednesday through Saturday performances is 8PM. Sunday
  matinee performances are at 2PM.
- The box office opens one hour before curtain.
- The nearest ATM is a Bank of America kiosk outside of Dinkins.
- This information should be distributed at least two weeks before opening night to:
  o Dinkins Center Information Desk
  o T&D Administrative Specialist
  o Box Office (Post in highly visible spot near telephone)
  o House Manager
  o University Relations
  o Department Chair
  o CVPA Dean’s Office
- The Box Office Manager is responsible for obtaining this information for every
  production. Information can be obtained by:
  o attending production meetings (or sending a crew member to them)
  o meeting with the stage manager of the production,
  o meeting with the director of the production.