



Guidelines for the use of THE JOYCE THEATER REPERTORY LIGHT PLOT IN VECTORWORKS SPOTLIGHT

The Joyce Theater repertory light plot has now been converted for use in Vectorworks Spotlight version 2021. We have created and modified our symbols for use with the Spotlight tools, or the Autoplot Tools for Spotlight. All the label legends that we have created are also included in our repertory plot file.

Please put everything relating to the lighting needs of your show on the plot. Anything that is lighting related, plugs in and needs power should be on the plot. Please indicate non-dims for devices, set dressing lights, practicals, units hung within set pieces, musician lights and music stand lights, to name a few. The plot becomes our road map of the electrical needs for your show.

1. GENERAL DRAFTING GUIDELINES

- **DO NOT DELETE** any of the repertory plot information.
 - This includes any repertory units that you may not be using. Please leave unused units (and their respective unit information) in place.
- Please make all changes to the plot information on the existing layers that are in the drawing:
 - LIGHTS: REP.
 - FOLLOWSPOTS
 - TOE RAIL
 - GROUND ROW
 - PIT DOWN
 - INFORMATION (Title block)
- We do not recommend using the “copy and paste” method for adding units to our plot. Please check your Resource Manager for all of the symbols that we have made available for your use.
 - However, if you feel the need to use copy and paste while adding additional units, please be sure to remove the dimmer information on the newly created unit (and change its other information respectively).
- We request you do not use the “mirror” function when you add units to the repertory plot.
- Please leave all of the circuiting decisions to us. While we appreciate your help, it is best if you tell us what units you need, their locations, and their channel numbers, and we’ll figure out how to get the power to the units.



2. REPERTORY UNITS

- Please do not renumber the electrics or the repertory units. If you need to add a unit to any repertory position, please make them “a” or “b” units and the like.
- If you are requesting a change to a unit (such as a different lens barrel or a broken two-fer), please use text to indicate the change. For example: “change to 36°” or “break two-fer”.
- Please indicate all channel numbers, colors, and purposes for all of the units in our repertory plot that you are using.
 - If a unit has more than one color (or frost/diffusion) in it, please indicate the second color (or frost/diffusion) in the COLOR 2 (or USER FIELD 1) field.
- Please indicate all irises, templates, barn-doors, color changers/scrollers, or any other accessories on the plot.
 - If you are adding an iris to a unit, please put an “O” (the letter, not the number) in the TEMP/IRIS (or USER FIELD 2) field, and place the word “Iris” in the GOBO 1 field.
 - If you are adding a template to a unit, please put a “T” (the letter) in the TEMP/IRIS (or USER FIELD 2) field, and place the template number in the GOBO 1 field.
 - If the unit requires non-dimmable power, constant power, or if you need a relay module, please place a “ND”, “CP” or “Relay” in the NON DIM (or USER FIELD 3) field.
- If you are using any non-conventional fixtures (moving lights, strobes, LED’s, etc.) that use multiple channels, please indicate the number of channels that the fixture uses/requires in the NUM CHANNELS field of the lighting object information.
 - Please make sure that the number of channels indicated matches the number of channels required by the ‘mode’ that you are intending to set for the fixture.

3. LIGHTING SYMBOLS

- All of the symbols that we have provided in our Vectorworks file may be rotated. If you place a unit on the plot in a particular orientation that does not have a corresponding label legend, please enter all of the unit information, but don’t create a new legend for it. We will take care of creating the corresponding label legend after receiving your plot.
- **Multi-circuit symbols**
 - Please note that beginning with VW2021 multi-circuit symbols/fixtures are created and used differently than in previous versions. We have modified our multi-circuit symbols/fixtures in the VW2021 version of our plot to function in a way that works best for The Joyce process (and makes sense until everyone is aware of the new functionality in VW2021).
 - Please DO NOT convert an older version of our rep plot into VW2021. The older multi-circuit symbols/fixtures will not function properly in VW2021 (nor do they convert properly).
 - If you need to create or add any multi-circuit symbols/fixtures to your plot, please contact either Jeff (jsegal@joyce.org) or Kelly (katallah@joyce.org) before doing so.



- If you add a unit/fixture/symbol type that is not already accounted for in our Vectorworks file (and we have a great deal of fixtures/symbols in this file), please import the proper Spotlight object, and add the unit to the Key.
- If you need to add a unit that does not yet have a Spotlight object/symbol already created, please let us know and we will help you figure out what the best symbol to use will be.

4. SPECIAL EFFECTS OR SPECIAL HANGING POSITIONS

- If you are looking to create some sort of special effect, and either have an idea of where you would like to hang the fixture, or need suggestions, please don't hesitate to contact us for advice. Because of the unique nature of the Joyce stage space and the volume of productions that pass through here, perhaps at some time we have had to solve a similar problem.

5. EXPORT TO LIGHTWRIGHT

- With the advances in Vectorworks and Lightwright, please create the plot first and then export the information to Lightwright (or use the Data Exchange feature). Please DO NOT attempt to merge your Lightwright file with our Vectorworks drawing. If you need a Joyce Rep Lightwright file, it is included in several versions of our tech packet, or as a standalone file available for download.

You can go to the Joyce web site, <http://www.joyce.org/facilities-and-equipment> and download all of the available technical files, Vectorworks drawings and Lightwright files.

The Joyce Theater is currently using Vectorworks version 2021. We have included a few different Vectorworks versions of our rep plot in the tech packet for your convenience, but if you need a version that is not included, please contact us.

Please feel free to give us your suggestions. We are constantly looking for ways to improve the advance process so we can be fully prepared for your engagement at The Joyce.

Thank you.

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