



Technical Specifications – Tulsa Ballroom

The Tulsa Ballroom is located at the street level of the northwest side of Cox Business Convention Center. The venue features a large, open Ballroom with a unique wave-style ceiling and a flexible, dedicated Gallery space. With a multitude of rig points and truss positions as well as adjacent meeting and green rooms, this space is flexible enough for the most extravagant galas, the largest general sessions, or even expansive trade shows.

Room Capacities

Room capacities listed herein are estimates based upon the space being set with no other equipment. Capacities will vary depending upon actual event set-up needs and fire code requirements. Please check with the Event Manager for questions regarding fire code requirements.

Entire Tulsa Ballroom		Tulsa Ballroom A	
Theatre seating	2,850	Theatre seating	1,700
Banquet seating	1,350	Banquet seating	850
Classroom seating	1,050	Classroom seating	650
10' x 10' booths	165	10' x 10' booths	130

Tulsa Ballroom B		Tulsa Ballroom B Central		Tulsa Ballroom B1 East, B3 West	
Theatre seating	550	Theatre seating	200	Theatre seating	150
Banquet seating	200	Banquet seating	80	Banquet seating	60
Classroom seating	100	Classroom seating	60	Classroom seating	50
10' x 10' booths	30	10' x 10' booths	10	10' x 10' booths	10

Dimensions

The Tulsa Ballroom is approximately 216' long and 142' wide for a total of 30,060 square feet of floor space with a 25' tall ceiling throughout. The space can also be divided into a large breakout called Ballroom A and three small breakouts which can be combined into Ballroom B or used separately as Ballrooms B East, B Central, and B West. Ballroom A is 155' by 142' for a total of about 21,474 square feet. Ballroom B is 61' x 142', totaling to about 8,586 square feet. Ballroom B Central, which can be used as an entryway into Ballroom A, is 61' x 48' with about 3,098 square feet of space. The outer breakouts, Ballrooms B East and B West, are 61' x 46' each for a total of about 2,749 square feet per room.

Loading & Unloading

Trucks can load in the West Entrance street level loading area located centrally on the Houston Street side of the building. This area is designated for Tulsa Ballroom loading and unloading only, and the overhead loads straight through the service hallway and into the south end of the venue. No trucks, lifts, or other devices besides dollies and push carts are allowed on the carpeted floors unless protected by plastic or plywood. No loading or unloading is allowed through glass entrance doors at any time.

Electrical Power

There are sixteen 60 amp 120/208v 3-phase pin and sleeve located in floor pockets throughout the Tulsa Ballroom for tie-in power. There are also two 400 amp and two 200 amp 120/208V 3-phase Cam-Lok service connections. Please coordinate with the Event Manager on any electrical needs.

Lighting Systems

The house lighting system in the Tulsa Ballroom contains thirty-six ETC Source Four PAR 750w and a 36 2.4Kw portable dimmer pack. DMX control is available for both dimmer pack and house lighting. A full inventory list of rentable lighting equipment is available upon request by the Technical Services Manager.





Audio Systems

The house audio system available for tie-in is comprised of forty-two speakers installed permanently throughout the ceiling controlled by a digital mixing system and power amplifiers. There are also permanent ceiling-mounted speakers in the adjacent West Meeting Rooms. House audio in the Tulsa Ballroom and meeting rooms can be configured both individually or combined. A page microphone service is also available to address the entire Ballroom wing of the facility. A full inventory list of rentable audio equipment is available upon request by the Technical Services Manager.

Rigging

The Tulsa Ballroom contains a multitude of fixed rig points and four 70' truss with motors available to rig almost any event set-up needed. All events planning to rig in the Tulsa Ballroom must provide a copy of their rigging plot to the Technical Producer no later than ten business days prior to the first contracted day of the event. The Technical Producer will be able to assist with planning and accommodating for event needs before issuing final approval of rigging plot. All rigging taking place at Cox Business Convention Center must be done in conjunction with either ASM Tulsa Technical Services staff or IATSE Local 354 riggers.

Technical Labor

All rigging and stagehand labor for Cox Business Convention Center is contracted through either the International Alliance of Theatrical Stage Employees (IATSE) Local 354 or ASM Tulsa Technical Services. All third party labor brought into the facility by outside contractors for these purposes MUST be employed by the contracted company and identified per the Contractor Identification policy, or arranged through IATSE Local 354. Absolutely NO other labor companies may be used at any time, including temporary staffing services. Additional fees may apply to events not in compliance with this policy. For scheduling of stagehands, consult your Event Manager no later than ten business days prior to load in.

Accommodations

A service hallway which wraps around the south and west sides of the Tulsa Ballroom boasts a furnished green room space with a private restroom to entertain event speakers or special guests. There are up to seven small to medium sized meeting rooms which can be reconfigured depending on event needs and are perfect for breakout sessions, hospitality spaces, or private nursing rooms for mothers. There is also a spacious circle drive perfect for valet parking just out front of the northwest main Tulsa Ballroom entrance.

For further questions about the technical offerings of the Tulsa Ballroom, please contact the Technical Services Manager at (918) 894-4334.