

# ACTFest 2023-2024

*Hosted by The Alabama Center for the Arts  
On the Shared ACA Campus of  
Calhoun Community College and Athens State University  
133 N. 2<sup>nd</sup> Ave  
Decatur, Alabama*

## The Studio Theatre Technical Information

### Theatre Space and Access

- ❖ The Studio Theatre at the Alabama Center for the Arts is a flexible Black Box Space. For ACTFest, the theatre will be arranged in a Proscenium configuration with 145 seats available and a performance area spanning 32 feet x 26 feet with an additional 8 feet of wing space on stage left and right.
- ❖ The loading and stage door are located on the South side of the facility with access to the stage through the scene shop. For security and logistical reasons, companies will only be able to access the loading dock in the mornings and during their designated load in/load out and rehearsal times.
- ❖ All theatre company members will park in public parking areas located in the front of the building – ACTFest parking tags will be provided. A separate designated parking area will be provided for trucks/trailers once load-in is completed.
- ❖ The stage set-up will provide an acting area of approximately 32'x26' with additional wing space on the stage left and stage right of the performance area. The theatre has a 5' wide walkway under the mezzanine level on the stage left and right side of the performance area as well as at the rear of the theatre behind the seating unit. Access to dressing rooms and backstage is through two doors on the stage left side of the theatre. The Mezzanine level is closed to audience, but can be used for performance with a singular access point via a circular staircase along the rear west wall of the theatre.
- ❖ The sound console is on the Mezzanine level behind the seating unit with room for two technicians. It is linked through coms to the main tech booth. The Tech booth is on the gallery level above the mezzanine with the lighting console and counter space for several technicians and production staff.
- ❖ A Festival Technical Director and Festival Stage Manager will be provided to assist each theatre company's use of the venue but shall not be charged with show-specific tasks such as calling cues for a show, laying spike tape, loading/unloading, or anything else that should be the responsibility of the participating theatre companies.

- ❖ Dressing rooms and green room are located through the doors on the west side of the theatre. Each theatre company will be provided dressing room space for the full day of their performance and will share the greenroom area with other festival entrants. There are restrooms in each of the dressing rooms as well as public dressing rooms near the lobby.

Each dressing room is equipped with counter space and proper lighting as well as a private shower and restroom. Dressing rooms will be assigned prior to the festival based on the size requirements of each theatre company. The greenroom and dressing rooms will NOT be locked and secured during the day. The dressing rooms each contain lockable drawers for company valuables. Keys to these drawers MUST remain in the locks when the drawers are emptied. Each festival member is asked to respect the privacy and property of other company members and their assigned spaces. Participating companies with large casts, children, or that might otherwise require special dressing room accommodations should contact the Festival Technical Director no less than one week prior to competition.

The Alabama Center for the Arts, Athens State University, Calhoun Community College and its agents are NOT responsible for the loss or damage to any festival member's personal items or any company's production items including but not limited to scenery, props, costumes, tools, equipment, etc.

### **General Technical Considerations**

- ❖ Absolutely no pyrotechnic or other open flame effects will be permitted onstage during the festival.
- ❖ Absolutely no firearms are allowed in the building for use as stage props or otherwise. Props Firearms, "Gun Shaped Objects" or legitimate blank-firing props may be used as well as any pre-dulled bladed weapons. However, any of these props must be approved by the Festival Technical Director no later than one week prior to competition. All theatre companies will recognize the host's right to deny use of any such prop weapon that has not been pre-approved.
- ❖ No food or drink is allowed in the auditorium. Keep any food items other than water to the green room, dressing rooms, rehearsal hall, lobby, and other designated festival areas.
- ❖ The use of fog/haze machines is permitted but equipment must be provided by the entering company; power provisions, location, etc. must be approved by the Festival TD no later than load-in with notification given no later than one week before the start of the festival.
- ❖ The Loading Dock door and the doors to the theatre are 10' x 16' in size. This is the absolute maximum size object that can fit into the theatre without being assemble after it is brought in. The bottom of the catwalk is at 22'. Set pieces should fit through these doors and fit below the catwalk. Objects large than a cross-section of **10' x 16'** may be assembled in the theatre space, but should be **less than 22' in height** to fit inside the theatre space.

## Drapes/ Rigging

- ❖ The house rigging system and its components are off limits to any and all festival participants and should only be used by the Festival Technical Director.
- ❖ Wings are masked with black velour legs (as shown in figure 2) with approximately 16' of space between each leg. These are not moveable and may not be flown out to accommodate a company's set-up.
- ❖ A Cyclorama will be in place spanning the back wall of the theatre. This will be available to light if desired. This Cyc will be moved for load in and load out for each production. The festival TD will be responsible for its removal in-between each production.
- ❖ For time and safety reasons, no participating theatre company will be allowed to hang any drapes, scenery, or effects for the festival.

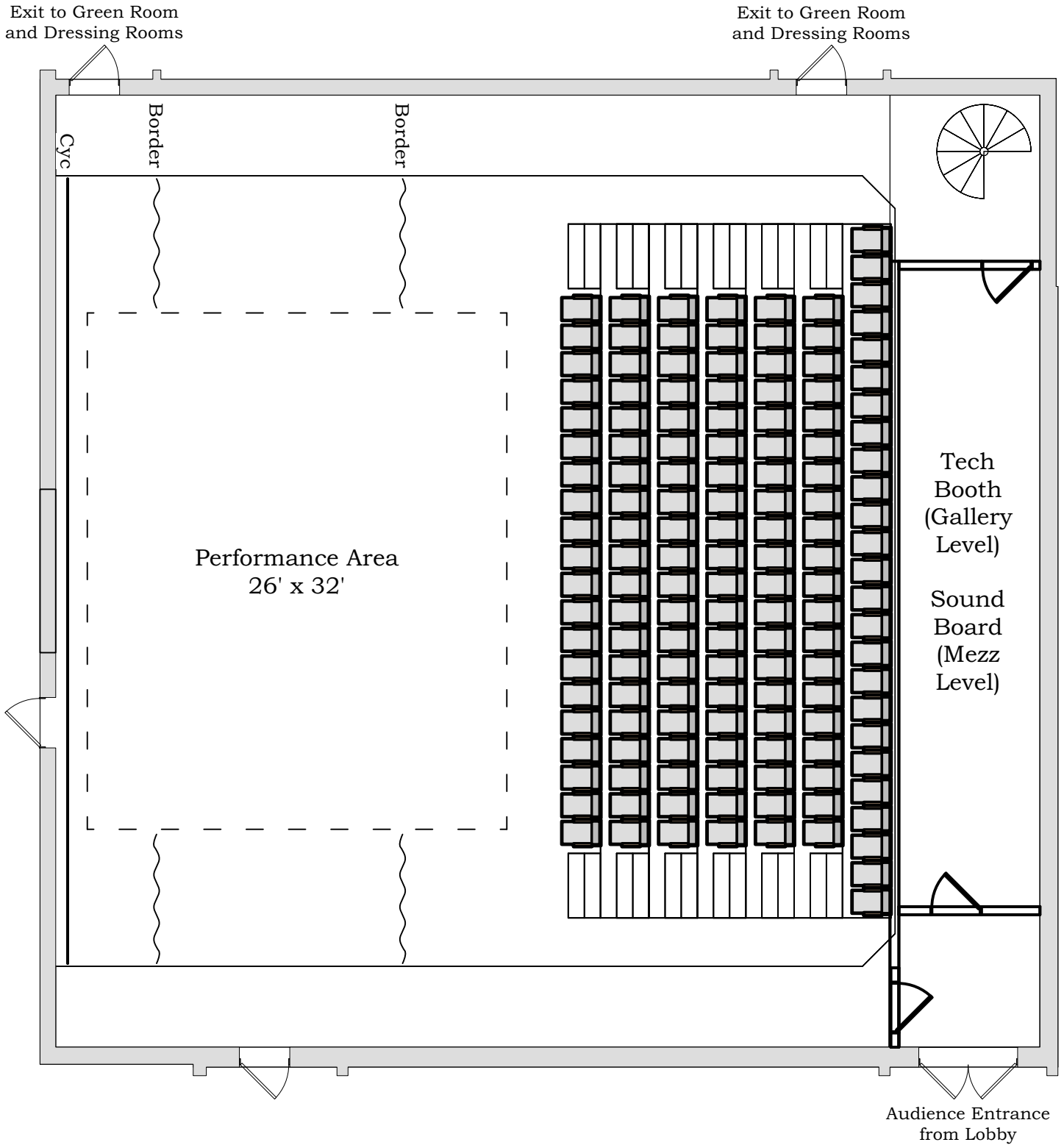
## Lighting

- ❖ The performance area will be broken up into 9 acting areas spread 3 across and 3 deep over the range of the stage. LED side lights will be available in 3 groups on both sides of the stage. (All Shown in Figure 2) LED Cyc lights are also available from the top of the Cyc. These will create a single-color wash across the Cyc. All LEDs will have a palate of colors to choose from during the tech process.
- ❖ Lighting specials are available upon request but are limited to a maximum of 6, as per the ACTFest handbook. **All companies who wish to incorporate lighting specials MUST contact the Festival Technical Director via email no later than Monday, September 23<sup>rd</sup>.** Lighting specials will be hung prior to festival weekend but will be colored/focused by host staff during morning load-in. Participating theatre companies must supply their own gel (color) orgobos (patterns) that they wish to incorporate into their lighting specials (Size A or B for ECT S4 instruments. For onstage power there will be 2 circuits (1 on stage left and 1 on stage right) available for practicals such as lamps or other effects. These will have Edison plug adapters and enough cable to reach to center stage, or be utilized from the wing.
- ❖ Magic sheets, channel hookup, etc. will be provided on site should a participating company choose to program their own cues during their allotted rehearsal time. Otherwise, the Festival Technical Director will be on hand to create submasters (sliders) for each lighting look desired. Companies can choose to have the Festival Technical Director run lighting during their rehearsal/performances with all cues called by a stage manager sitting nearby, or a company can provide their own operator. The Studio Theatre is equipped with the ETC Ion console; theatre companies will NOT be allowed to upload show files from a jump drive or other media onto the house console unless previously agreed to by the Festival Technical Director.
- ❖ There will be no limit imposed on the number of cues or submasters created, but participating companies are encouraged to keep it simple; all lighting programming will take time out of the rehearsal period and overly complex cuing can increase the possibility of mishaps during adjudication.

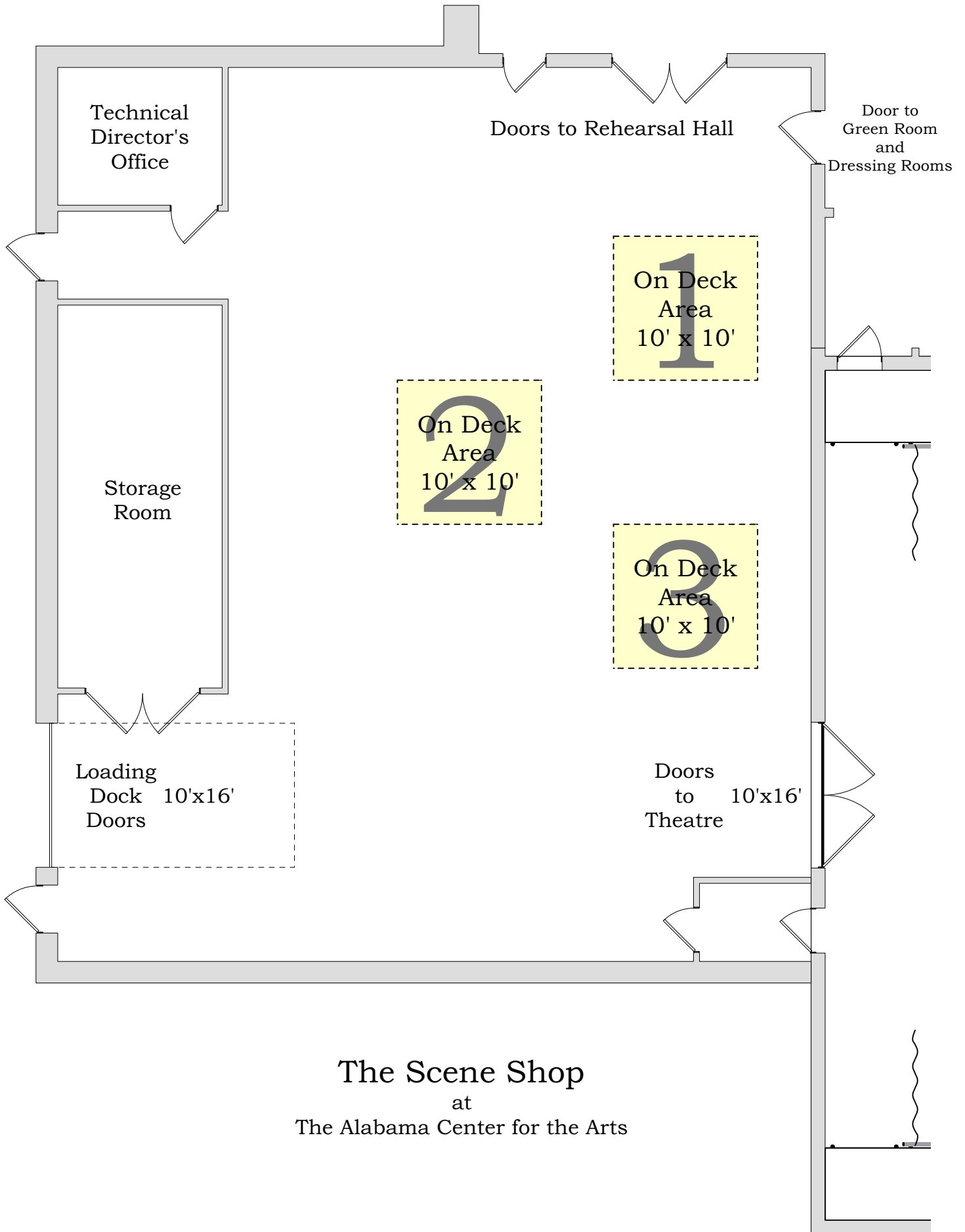
## Sound

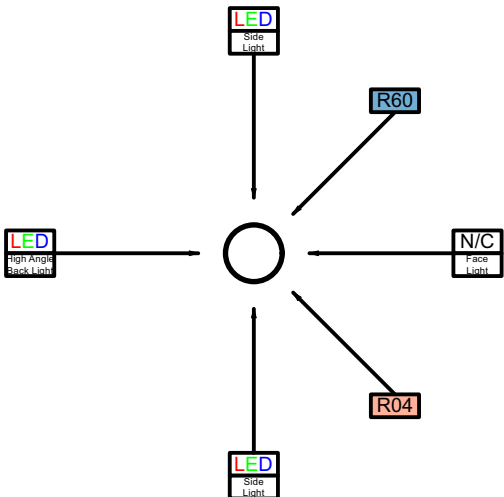
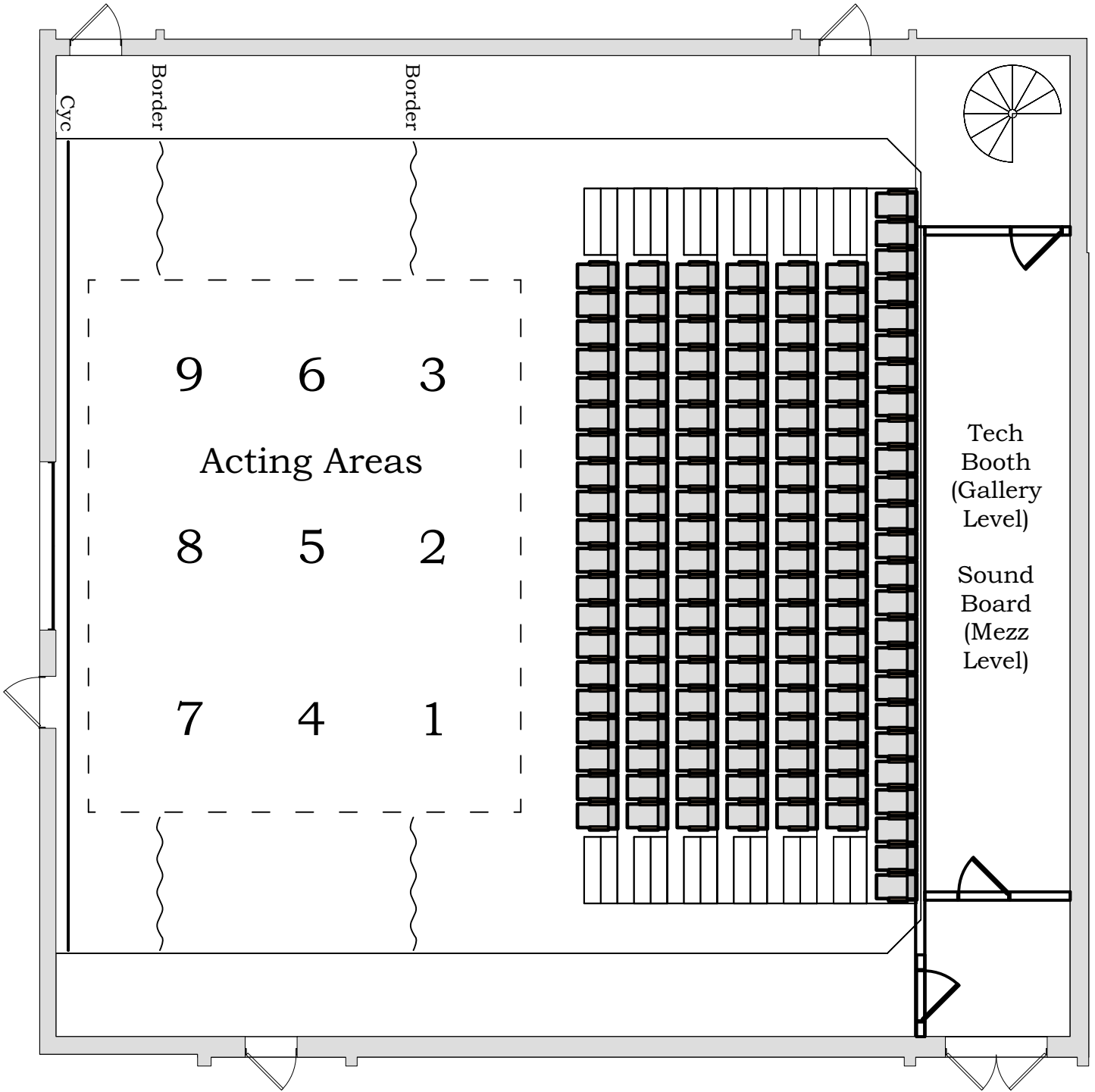
- ❖ Each theatre company will have access to a single channel for audio playback via a 1/8" connector, compatible with most any device's headphone jack. EACH THEATRE COMPANY IS RESPONSIBLE FOR BRINGING ITS OWN PLAYBACK EQUIPMENT which could include a laptop, portable CD player, iPod device, etc. Output will be through the front main speakers in the auditorium with some onstage monitors; theatre companies may not make changes to this, though volume and EQ adjustments will be allowed.
- ❖ The input cable for audio playback can easily be moved to different positions in and around the sound booth to accommodate the needs of each show's stage manager and additional crew.
- ❖ One wireless handheld microphone with stand will be available upon request.
- ❖ Each theatre company will have access to 3 wired headset packs to be distributed among its stage management and other crew for communication during the rehearsal/performance periods as well as a wired headset for the audio station.
- ❖ Theatre companies presenting a musical at the festival must still utilize a single audio channel of house sound to input a mix of their own equipment, or companies may decide to forgo use of the house sound system entirely. A SINGLE 20-amp circuit will be provided to any theatre company that brings additional audio equipment including but not limited to instruments, microphones, amplifiers, monitors, mixers, etc. No piano will be provided by the venue – if required by the production, a company must supply its own portable keyboard.

\*\*\*Contact William Richardson (Festival Technical Director) with any questions about the venue or for technical input specific to your show's needs at **(815)985-6666** or [William.Richardson@athens.edu](mailto:William.Richardson@athens.edu). Let us help you figure it out together. Don't hesitate to email or call, though email is the best way to reach me. Again, **all companies who wish to incorporate lighting specials MUST contact the Festival Technical Director via email no later than Monday September 23<sup>rd</sup>**\*\*\*



The Studio Theatre  
at  
The Alabama Center for the Arts

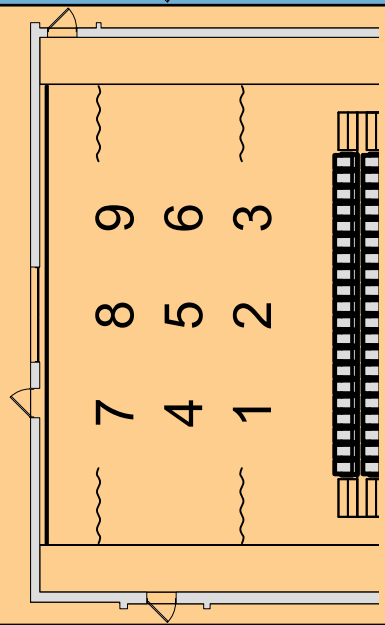




# The Studio Theatre

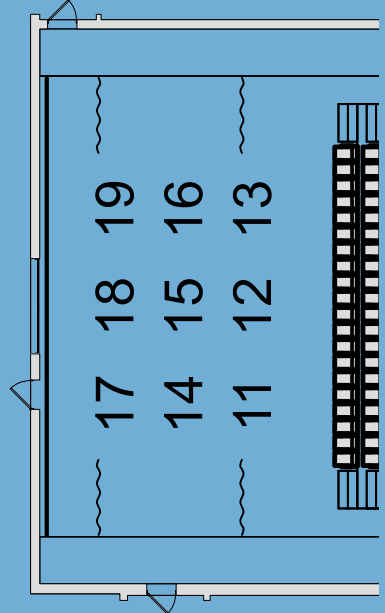
ACTFest Lighting Layout

# Magic Sheet



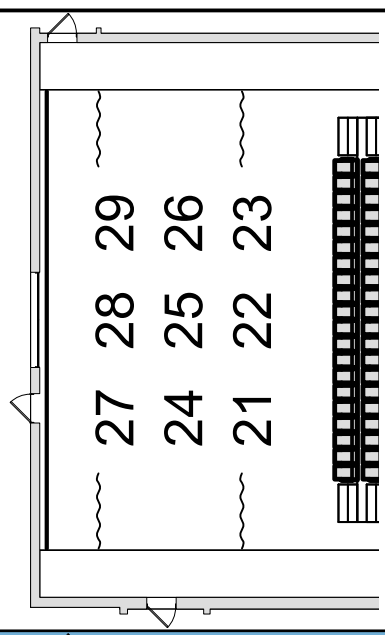
Face Light Warm

# ACTFest 2024

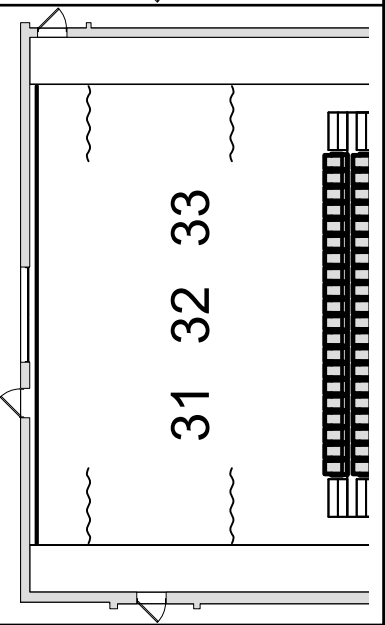


Face Light Cool

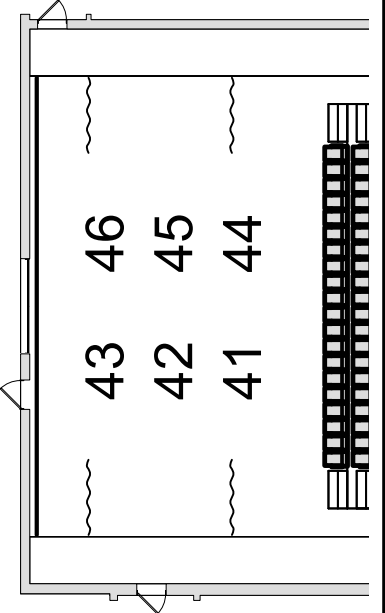
# TD: William Richardson



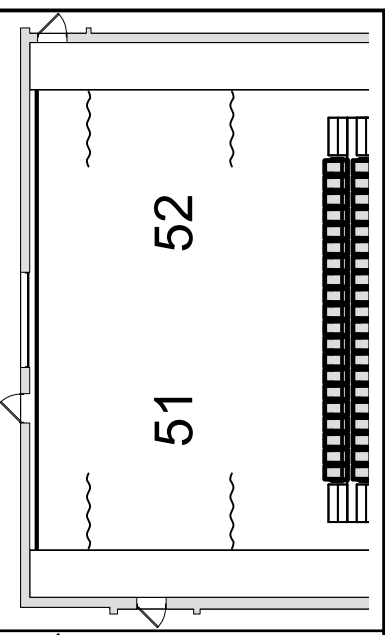
High Angle Top Light



Face Light No Color



Stage Right and Stage Left Side Light



Practical Circuits

**61-66:** Possible Specials  
**71-77:** LED Cyc Lights  
**81:** House Lights

Other Lights

**101, 102, 103:** Blue Lights  
**111, 112, 113:** Jelly Jars  
**115:** Florecent Work Lights

Work Lights

The numbers listed are the lighting channels in the show file for the ETC Eos software. Only the indicated LED channels are color changing. All other circuits will just have an intensity parameter. If you have any questions regarding this magic sheet, please reach out to William Richardson (William.Richardson@athens.edu) for clarification.