

Technical Specifications:

Lights

- A **basic festival lighting plot** will be provided for all participating companies. **Light plot example link on webpage)
 - The plot **may not be altered**.
 - The host must provide documentation (e.g., drawings, magic sheets) clearly identifying:
 - Instrumentation
 - Gel colors
 - Circuiting
 - Wash areas
- It is the responsibility of each company to coordinate any requested additions with the **Host Technical Director prior to arrival**.

Followspots

- If available in the host inventory, a followspot may be offered.
- If rental is required, costs will be **shared among requesting companies**.
- Companies may provide their own followspot with prior approval from the Host Technical Director.

Lighting Specials

- Special lighting is permitted under the following conditions:
 - Must be set during the **80-minute technical rehearsal**, unless equally pre-set for all companies
 - Limited to **six (6) circuits**
 - Host must notify companies in advance if specials cannot be supported
- Additional specials are permitted if:
 - They are part of scenery (e.g., practicals, strip lights), or
 - Handheld by actors
 - AND not integrated into the house lighting system

Moving Lights / LED Fixtures

- Companies may supply moving lights or LED fixtures as specials if the facility can accommodate them.
- Each unit counts as **one (1) special**, regardless of usage.
- Programming and focus must occur during the company's rehearsal period.
- All equipment must be approved in advance by the Host Technical Director.

Equipment Adjustments

- Replugging, re-aiming, or re-gelling between performances:
 - Will be completed by host staff
 - Must occur prior to the company's set-up
- Companies are responsible for ensuring compatibility of any non-host equipment.

Equipment Placement

- Lighting specials may remain in place between rehearsal and performance unless deemed obstructive.
If so, they must be relocated or handled by host staff during the **10-minute set-up/strike period**.

Control Equipment

- Supplemental control equipment (e.g., consoles) must be:
 - Installed during rehearsal
 - Approved for placement by the Host Technical Director
- If deemed disruptive, equipment must be set up and removed during standard set-up/strike times.

Cue Programming

- Lighting cues will be programmed during rehearsal and stored on the console (if available).
- Hosts may offer pre-programming services if:
 - Available to all companies
 - A submission deadline is established

Sound

- The host facility must provide a functional sound system including:
 - Playback capability (e.g., CD player and/or laptop connection)
 - House speakers
 - Mixing console
 - **1–3 microphones** for adjudicators
- Adjudicator microphones may be used as sound sources if requested.

Body Microphones

- The host is **not required** to provide body microphones.
- Companies providing their own must coordinate feasibility in advance.

Communication

- Communication systems must connect:
 - Backstage
 - Lighting
 - Sound
 - Followspot positions (if used)
- When possible, onstage monitors should be available for actor audio support.

Supplemental Equipment

- Company-provided sound equipment:
 - Must be set up during rehearsal
 - May remain in place unless deemed obstructive
- If necessary, equipment must be relocated or handled during set-up/strike.

Sound Cues

- There is **no limit** to the number of sound cues.
- Cues may be loaded during technical rehearsal.
- Sound-producing scenic elements (e.g., slamming doors):
 - Must be set and struck during official time limits
 - Must be stored in the on-deck area

Adjudication Requirement

- Each adjudicator should be provided with an individual microphone.

Scenic Devices

- Scenic devices may not be installed prior to the company's scheduled **technical rehearsal**.
- Companies must provide all scenic devices used for special effects.
- Placement must be approved by the Host Technical Director, who may:
 - Override placement for safety concerns
 - Require adjustments as needed
- Devices should be set during rehearsal unless:
 - The Host Technical Director determines it is safer for the device to remain in place
- Safety concerns must be resolved collaboratively between:
 - Host Technical Director
 - Festival Commissioner
 - Company representative
- The host venue must provide:
 - Offstage tables for props (not required to fit in on-deck area)
 - Optional offstage chairs

Special Equipment

- Equipment requiring warm-up time (e.g., fog machines):
 - Should be stored near the storage area
 - Must be coordinated in advance with the Host Technical Director

Emergencies

- Only the following individuals may declare a **public safety issue**:
 - Festival Commissioner
 - Host Facility Coordinator (may be the Festival Chair)
- A company representative may declare a **theatre facility issue** during performance.

Procedure

- The Festival Commissioner will immediately assess:
 - Severity of the issue
 - Impact on the production
- If a company stops performance and the issue is **not validated**, the production will be **disqualified**.
 - This disqualification will **not be publicly announced**
 - The company will be notified in accordance with American Association of Community Theatre policy

Resuming Performance

- If interruption is justified, the company may resume:
 - From the beginning, or
 - From the point of interruption
- *(Subject to scheduling constraints.)*
- Facility-related interruptions should be declared **only in extreme circumstances**.
- All declarations must occur **during the performance**.
 - No claims will be considered after the performance concludes.