

AACT 2021 FESTIVAL TECHNICAL NEEDS FOR PROSPECTIVE FESTIVAL SITES

Below is defined what AACT is looking for in an ideal site. Your proposal may not meet all of the requirements but don't let that scare you. We can make many sites work but keep in mind these ideals when making your proposal.

Festival Stage

- House capacity minimum of 500 seats.
- Performing area should be approximately 30' to 40' wide by 20' to 30' deep. (Spaces much smaller cannot accommodate shows from large proscenium houses, too large and intimate sets get lost.)
- A working fly system is nice but not necessary- there should however be the ability to suspend minor scenic pieces as needed for specific shows' needs.
- There needs to be offstage wing space and a backstage crossover from SL to SR.
- In addition to off stage space, there needs to be 2 areas 10' x 10' adjacent to the stage where a company can pre-set their scenery. It is from this area that companies will load their scenery onto the stage during the 10-minute set up time. This area needs to be available to the company waiting to perform while another company is performing on stage.
- There needs to be space available for scenic storage for companies performing in sessions other than the one currently on the stage. This space needs to be readily accessible to the stage.
- There needs to be adequate access to the stage for off loading scenery from a vehicle; usually pick-ups, vans and Ryder/U-haul trucks.
- There needs to be at least two dressing rooms, which can each accommodate 6- 12 actors each. More dressing rooms of smaller size are also acceptable. There should be mirrors in these dressing rooms and access to toilet facilities that are separate from the audience area.
- If the facility is a union house, there must be an arrangement in place that the individual companies can move their own scenery, costume and props. Lighting and Sound Control may be Union operated, but under the specific companies' direction.

Technical Needs

- Technical design and running crew will be needed, preferably provided by the venue host company. These positions are: Host Facility Technical Director, Festival Stage Manager, Festival Sound Designer, Festival Lighting Designer, 1 to 2 Stage Crew Members.

Lighting

- The stage needs to be minimally lit with basic area lighting that can be divided into individually lit area approximately 8' by 10'. This basic lighting should minimally be a warm front, a cool front and a top light in each area.
- Two follow spots need to be available for use (but honestly are rarely needed).
- There needs to be up to 6 dimmers/control channels with appropriate instrumentation available for each company's special lighting requirements. These "specials" may be used by more than one company if there is easy enough access to the lighting areas for re-focus during each show's changeover. Note that not all companies will request use of these specials. Use of these specials will be requested by companies prior to Festival.
- Other lighting needs as determined by the Festival Lighting Designer and Technical Director may be implemented. Please note that any "extras" must be made available to all companies and will stay within the host facility's inventory.
- The Lighting Control Board must minimally be a 2-scene preset with an unobstructed view of the stage, preferably from front of house.
- Sufficient ladders/lifts to focus lights must be available for Festival Staff use.

Sound

- The Sound control board should be in the audience area so the operator can adequately mix the sound as the audience hears it.
- There needs to be available a minimum of a CD player for effects playback as well as an input jack for a computer/I-pod.
- There needs to be inputs on the board for a lectern microphone. There should also be the ability to input 3 wireless microphones, to facilitate the recording and amplification of the Festival Adjudicators.
- There should be additional inputs available on the board for specific show needs such as wireless microphones, floor mics, Computer, I-pod, etc. It is NOT required for the host venue to supply multiple body mics for a competing company.
- Front of house speakers and amplifiers should be adequate for the auditorium ideally allowing the possibility of L/R separation and backstage monitors or f/x speakers.
- There needs to be the ability to record the Festival Adjudicator(s) during their post-show adjudication if requested.

Ancillary Facility Spaces and Needs

- AACT would need unlimited access to the facility from that Tuesday morning of Festival through Sunday afternoon. The **Technical Staff** needs to be permitted to begin setup on the stage no later than Thursday afternoon.

- There needs to be a private room near the auditorium for the Festival Adjudicators.
- There needs to be an area available for AACT displays, etc. easily accessible from the auditorium. This may be the Theatre lobby but needs to be approximately 2000 to 3000 square feet. Sufficient tables (30+) must be available for these displays.
- Adequate toilet facilities for 200 people to use during 10 minute intermissions.
- There should be 3-8 rooms available for meetings, workshops, etc.; preferably in the same building but within minor walking distance is acceptable.
- National AACT rules require that the Auditorium doors be closed during a performance and latecomers will not be admitted.
- Sufficient secure parking must be made available for festival attendees and participants. Please note that this may include trucks. Parking should be easily accessible to the performance facility. Ideally this parking should be free.
- Facility needs to be ADA compliant- especially physical access to the auditorium. A portion of the audience will be older; climbing major sets of stairs, etc. is not acceptable.

For more information, contact:
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