

AACT 2025 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 600+ 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 sufficient offstage wing space and an easily accessible backstage crossover from SL to SR.
- In addition to off stage space, there needs to be at least 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. These areas must provide equal access to the stage- i.e. one space cannot be in the wings while the other is US through a doorway, but one could be SL and the other SR. 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~~ session currently on the stage. This space needs to be readily accessible to the stage and the 10'x10' areas. In a perfect world, these 2-3 storage spaces would also be 10'x 10' but that is rarely possible.
- There needs to be adequate access to the stage for off loading scenery from a vehicle; usually pick-ups, vans, trailers and Ryder/U-haul trucks. There are usually 2-4 companies wanting to load/un-load at the same time so the more avenues of access to the stage area, the better.
- 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 and water 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.
- The stage should have a full complement of stage Blacks: legs, borders and Backdrop. A "mid-stage traveler" would be nice. There should also be an US Cyclorama with sufficient light units if requested by a company but the US Black is the norm.

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/op, Festival Lighting Designer/op, 1 to 2 Stage Crew Members.
- AACT will supply a Technical Liaison who will coordinate the production aspects with the performing companies and will act as an intermediary between the performing companies and the host site to insure one voice to the companies and minimal interference with the House staff.

Lighting

- The stage needs to be lit with basic area lighting that can be divided into individually lit areas approximately 10' wide by 12' deep. 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. Note that performing companies will provide their own operators.
- 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. The lights designated as "specials" may be FOH or over stage. A few programmable moving lights will satisfy this need if in the venue's inventory. 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. For example: Side and/or Gobo Washes. 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. Note that House Staff will be responsible for special focus during a company's 80-minute tech session.

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 amplification of the Festival Adjudicators. There needs to be the ability to record the Festival Adjudicators during their post-show response if requested
- 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. Unless the venue normally mics the stage, there is no requirement that the needed equipment to do so be supplied.

- Front of house speakers and amplifiers should be adequate for the auditorium ideally allowing the possibility of L/R separation. There should be the possibility of powering f/x speakers or backstage playback monitors.
- There should be the ability to send audio signal from the stage to the booth and vice-versa.
- There should be intercom headsets, at least: Light Control, Sound Control, FOH Stage Manager, Backstage left, Backstage right, Fly gallery, Follow spots.

Ancillary Facility Spaces and Needs

- AACT would need unlimited access to the facility from that Monday morning of Festival through Sunday afternoon. Ideally the Festival light plot will be hung and focused prior to the Monday of Festival week. Monday is when the AACT Technical personnel will arrive to meet with the venue staff and get acquainted with the space.
- There needs to be a private room near the auditorium for the 3 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 brief 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 so there should be adequate House staff to maintain this. Unless Union/House rules forbid this, these folks could be AACT Volunteers. Ideally there will be a closed-circuit television monitor system that can broadcast the ongoing performance to the lobby.
- 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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