



Association of
Community
Theatres of Manitoba Inc.



ACTFest 2018: Take the Show on the Road
Technical Registration Form (Please print)

Group Name: _____
Play Title: _____
Length of Production: (must be less than 1 hour) _____
Stage Manager: (technical contact) _____
Home Phone _____ **Work Phone** _____
Fax _____ **Email** _____

****Please note: 15 minutes will be allotted between productions to strike the previous set and set up the new production. Please direct all stage/lighting/sound questions to contact listed below.**

STAGE: The Aud Theatre stage is (~26 feet wide by ~26 feet deep) with a black back curtain or white wall option. There is both a stage right & left wing for movement on & off stage. We have a front curtain drop & a black curtain at the 2/3's stage. The AUD seems very luxurious and there is off stage room however space can be limited depending upon cast size, sets and props.

SETS/FURNITURE: **The Take the Show on the Road** sets required. Set is black back drop. Additional available set furniture: basic folding chairs and tables, etc. If specific furniture is required, we will try to accommodate but you may have to bring your own. The sooner we know of set requests the sooner we can make arrangements to accommodate your performance. Please be aware that all sets/furniture brought cannot enter the building until performance time and must be taken outside immediately after. Minimalist sets are required.
 Furniture Set Requests: _____

LIGHTING: Take the Show in the Road lighting. The stage has 5 zones of lighting from left to right with 2 halves (front & back), there are opportunities for an amber, general white, blue and a red washes on stage. If there are specific requests, please contact us ahead of time.

SOUND: Take the Show on the Road Sound. We have a sound system with board and access to 12 cordless headset mics. If you have sound effects or music our tech person would like them recorded as an MP3 file so he can download & format ahead of time. Ambient mics will also be in use (3 ceiling & 2 floor).

Headset Mics: YES or NO. If Yes, how many? _____
 Sound Effects/Music: YES or NO: _____

We will provide light and sound crew. Please send two marked play scripts indicating the sound and light cues. We prefer that if you have a technical person that they assist our lights and sound crew during the performance.

A tech from your Group will assist with sound and light cues: Yes _____ No _____

Any other information that will help us to help you?? _____

Please return by **March 15, 2018** to: ACTFest 2018, C/O Tricia Hayward,
 PO Box 2009, Virden, MB R0M 2C0
 Email questions: actfest2018@gmail.com