

ACDFA SOUTHWEST REGION FESTIVAL
THEATER AND TECHNICAL INFORMATION

ABOUT THE TECHNICAL INFORMATION PACKAGE

This package has been formatted to specifically address the concerns of the groups visiting the Performing Arts Center at Scottsdale Community College for the American College Dance Festival Association's Southwest Region Festival. It informs the guest organizations of the support at their disposal during the festival and pertinent PAC policies.

In this package you will find detailed information about the equipment and services that will be available during the festival. This information is meant to show what is possible in our theatre. Because of **rigid time limitations**, we are asking people to refrain from the use of elaborate production values. We will try to accommodate any reasonable special needs, but we encourage you to limit your requirements in order to make your technical experience an easy and enjoyable one. If you have technical questions after reading this packet, please direct them to:

Angela Rosenkrans
Scottsdale Community College
480-423-6600
swacdf@hotmail.com
Attention: Tech

This package will address the following:
The Adjudication Concerts I, II, and III
The Gala Concert
The Informal Concerts

A detailed lighting plot and cue sheet will be posted on our website in January. If you would like a copy sent to you, please notify us so that we can plan to accommodate your request.

ADJUDICATION CONCERTS I, II, III, AND GALA

Spacing / Technical Rehearsals

Spacing / Technical rehearsals will **only be twenty minutes per dance** and they are for reviewing light cues, setting audio levels, spacing and running the piece. Due to the number of participants the schedule will be strictly enforced.

Spacing / Technical Rehearsals will begin on Saturday morning for those schools adjudicating Saturday evening, Sunday morning for those schools that are adjudicating on Sunday evening, Monday morning for those adjudicating Monday evening, and Tuesday morning for those who will be performing in the Gala Concert Tuesday evening. **Each school will be given 20 minutes on stage for technical rehearsal and spacing. The schedule is tight and must be strictly followed.** Lighting cues for the Adjudicated Concerts and for the Gala Concert will be the same. A more detailed schedule will be forwarded to you at a future date.

Report to the PAC lobby 20 minutes prior to your on stage call. You will be led to the dressing room and then to the warm-up room. During the technical rehearsal, the Festival Lighting Designer will work closely with your Technical Representative. Please remember that due to severe time restrictions, **your lighting design should be kept simple (6 cues or less)** so that your tech time can be used effectively. The stage manager will call you to the stage at your appointed time. Give him / her your music selection. Please have your music labeled clearly and ready to go.

As you complete your tech your group will have five minutes to move into the house, or the dressing room. Dancers should not plan on staying backstage or in the house after their tech is complete.

Please **do not bring any food or drink backstage or onto the stage.** Please refrain from applying substances to bodies or costumes that can stain or mar the dance floor.

ADJUDICATION CONCERTS I, II, III, AND GALA

Performances

Dancers in each adjudication performance should report to dressing rooms 30 minutes prior to your on stage call. It is assumed that in each dressing room, groups will work out their own schedules of using mirror spaces for make-up.

Rapid clearing of costumes, makeup, and other personal belongings as soon as you are finished on stage is strongly recommended.

You will be allowed to view the concerts from the theatre, but we ask that you do not exit or enter the house except from the lobby. You will be allowed to enter the theatre during the breaks between pieces. Please remove your costume and make-up before entering the theatre.

Due to limited backstage space, all costumes, scenery, props, personal property, etc. must be removed from the theatre after each concert.

TECHNICAL INFORMATION

Performing Arts Center

- ❖ 350 Seat House
- ❖ Proscenium Stage
- ❖ 3 Dressing Rooms with television monitors, showers and restrooms

Dressing Rooms will be high traffic areas at all times. Be prepared to share a small space with many other people. We will do our utmost to provide a secure backstage area. Please help us by not bringing any unneeded valuables to the theatre and providing a person with your company to collect and secure all valuables. Also, anyone in the areas of the dressing rooms, the green room or backstage not wearing an ACDFA nametag will be asked to leave. We will have someone in the dressing rooms at all times, but we suggest that you **do not leave valuables unattended.**

Rapid clearing of costumes, makeup, and other personal belongings as soon as you are finished on stage is strongly recommended.

You must supply your own towels, makeup, hygienic and first aid supplies. Scottsdale Community College does not provide these items.

- ❖ Warm up room with wood dance floor

- ❖ Green room with television monitors

TECHNICAL INFORMATION, CONT.
Performing Arts Center

- ❖ Dance Floor Dimensions: 40' wide x 38' deep
- ❖ 14' Apron in front of Proscenium – not well lit
- ❖ House lights are controlled from the lighting and audio booth
- ❖ Crossover space is not ideal for quick entrances and exits
If you choose to have crossovers, **please make sure that you give the dancers ample time (at least 45 seconds) to exit and enter. The dancer must weave their way through hallways and the shop in order to get to the other side of the stage.** There is cross over space created when the black rear traveler is closed, but with this option, you cannot use the cyc.
- ❖ Dance Floor Surface: Marley over wood –
No rosin, talc or similar substances may be used on this floor
- ❖ Four wings per side
- ❖ Mid and Rear travelers available
- ❖ Limited fly space available
- ❖ Minimal taping with approved tape allowed (vinyl, gaffers or glow tape only).
- ❖ Loading dock is located on the northwest side of the theatre
The theatre is one story so load and unload is relatively easy
- ❖ **Stage Manager / Technician:**
Each school must provide a person who will be responsible for audio sources, audio levels, lighting both adjudication and gala performances, props and / or scenic elements and calling the performance. A technical support staff is provided in the Adjudication Performance space, however a person who is technically responsible for each piece must be present during the spacing rehearsals and adjudication performance to indicate cue placement and to call cues for the adjudication and gala performances. This person is your Technical Representative.

TECHNICAL INFORMATION, CONT.
Performing Arts Center

❖ **Audio**

- **Booth** is located behind the audience and above the lobby
Stereo speakers for the audience area
Two on stage monitors
CD Player
Please Note: For Adjudication and Gala Concerts, all cassette tapes should be pre-cued. Tapes should be presented to the audio technician and ready for playback. Each tape, CD, or mini disc should be labeled with the following: Title of Dance, Name of Institution, Name of Choreographer, Length of Music/Sound in Minutes and Seconds. **Only one dance should be on each audio source.**

❖ **Lighting**

- **Booth** is located behind the audience and above the lobby
Please Note: Our theatre will be provided with a festival lighting plot that is able to service a multitude of pieces. This will include area lighting, side lighting and specials. We are in the process of getting a new light board, so board specs are unavailable at this time. **Any special requests should be forwarded to Angela Rosenkrans as soon as possible, or by December 15th, 2003 at the latest.**
- **Plot:** A basic plot will include, but not be limited to the standard dance washes as follows: (specific gel colors will be included at a later date)
8 dance booms with heads, mids and shins and optional color changes (frame sizes will be given at a later date)
Warm and Cool Pipe ends
Warm and Cool Back light
Warm and Cool Front light
Ten Down Specials over the stage
Top Cyc lights: red, blue, and green
- **Cue Sheets:** A copy of the cue sheet will be provided when the lighting plot is distributed. Please copy additional cue sheets as needed. Fill out **one cue sheet per cue.** Enter light levels and fade time for each cue on the cue sheets. **Return the cue sheet to Angela Rosenkrans by February 29th** so that your cues can be entered in the light board prior to your arrival. Cues will be available for review during your tech time. Please keep a copy of the cues, so that you can reference them at your tech time.

TECHNICAL INFORMATION, CONT.

Performing Arts Center

❖ Scenery and Props

- All props and scenic elements are the responsibility of the person acting as your Technical Representative. There is ample storage room in the stage left and stage right wings for these items. Rigging and flying of scenery must be minimal. There are very few available line sets for this. You must contact us as early as possible, and **have your written request in to Angela Rosenkrans, no later than December 15th, 2004**. We will do our best to accommodate reasonable requests. Each group performing **must complete all rigging and flying during its tech / space time, 20 minutes total**. It is strongly suggested that all scenic elements be ground supported, that is, sit on the floor. Nothing can be nailed or screwed into the floor.

INFORMAL CONCERT

Spacing / Technical Rehearsals

The Informal Concerts will take place in the South Gym, which is located in the Physical Education Building. There are both men's and women's locker rooms available for use as dressing rooms.

Dancers in each informal performance should report to dressing rooms 10 minutes prior to their tech time. It is assumed that in each dressing room, groups will work out their own schedules of using mirror spaces for make up.

Each school must provide a person who will be responsible for audio sources, audio levels and spacing. A minimal technical support staff is provided for the Informal Concert.

The Informal Concert will be a very low-tech experience. There will be one general light cue, which will provide a well-lit stage for all pieces. There will be minimal masking of wings and crossover space provided. The dance Floor Surface will be marley over wood – **No rosin or talc or similar substances may be used on this floor.**

You will have an opportunity to check your sound levels and space your piece before the performance. A detailed schedule will be forwarded to you at a future date.

All movement of props or scenic elements is the responsibility of the dancers or your specified representative.

The informal nature of the concert allows dancers to sit in the audience before and after their performance, if they so choose. Dancers are responsible for being prepared to dance at least two pieces prior to their scheduled performance.

Rapid clearing of costumes, makeup, and other personal belongings as soon as you are through on stage is strongly recommended.

You must supply your own towels, makeup, hygienic and first aid supplies. Scottsdale Community College does not provide these items.