

AACTFest Technical Information

T4a

Festival Level		Festival Dates	Submitted by _____
State of _____	Region # _____	/ / _____	Theatre _____
		Month/Dates/Year	Submission Date _____

Technical Representative

Technical Representative Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phones: (O) _____ (C) _____ (H) _____

(F) _____ Email Address _____

Production Information

Production Name _____

Estimated Set Up Time _____ Estimated Run Time _____ Estimated Strike Time _____

Number of headsets needed and their locations _____

Cast Size: Male _____ Female _____

Technical Requirements

Lighting Needs -- Please detail any specials you intend to use including instrument type, preferred hang location, approximate focus location, and whether you will be providing it (them) or if you would like festival host to. Please note any equipment you plan to bring.

Followspots needed ▶ None One Two

Sound Needs -- Please detail any equipment you will need such as cassette deck(s), CD player(s), off-stage microphone(s), etc. Please note any equipment you plan to bring.

(continued on T4b)

Set Specifications -- Please detail any soft goods needed including trim and opening. Please attach a floor plan and sectional view of your set if available.

Fly Space Requirements -- Please detail the number of fly lines you want. Include your preferred location, their intended use, and the approximate load weight.

Special Equipment/Needs -- Please detail any special effects equipment you may be bringing (especially those involving smoke, fog, or combustible material).

Other Special Considerations -- Please note if your production uses firearms or other weapons (real or simulated) or uses any type of open flame (including matches, candles, etc.).

Any equipment not approved by the Festival Technical Director, prior to your arrival, may be prohibited from use in the theatre.

Personnel Requirements

Please mark your personnel requirements on the grid below. Note that due to contractual agreements in some theatres, certain positions may have to be staffed by house personnel.

Light Board Operator	<input type="checkbox"/> Not Needed	<input type="checkbox"/> We will provide	<input type="checkbox"/> Please provide for us
Follow Spot Operator #1	<input type="checkbox"/> Not Needed	<input type="checkbox"/> We will provide	<input type="checkbox"/> Please provide for us
Follow Spot Operator #2	<input type="checkbox"/> Not Needed	<input type="checkbox"/> We will provide	<input type="checkbox"/> Please provide for us
Sound Board Operator	<input type="checkbox"/> Not Needed	<input type="checkbox"/> We will provide	<input type="checkbox"/> Please provide for us
Fly Line Operator	<input type="checkbox"/> Not Needed	<input type="checkbox"/> We will provide	<input type="checkbox"/> Please provide for us