

One Act Preparations

Prior to Arrival

My phone number is 256-765-4649, and my e-mail is rgraham1@una.edu. Please send me by email your school name, director name, driver name, driver contact number. I will contact driver for load-in and load-out information.

Walk-thru and Load-ins

On Thursday night at 8:00pm, we will have a walk-thru orientation to Norton Theater for those available. Thursday night's orientation is open to Directors and Technical Staff.

All trucks or vehicles with trailers for Friday shows need to park in the designated area, which will be indicated in the parking information provided. Friday morning will have its own issues for parking and I don't want to slow anyone's load-in due to getting into the lot. Friday's shows will have to be clear of the parking lot following the last show so that we can park Saturday's show trucks or vehicles with trailers.

This process will be repeated for Saturday shows on Friday night, to be completed no later than 11:00 PM. Shows will load into the 10'x10' squares. There will be one 10x10 square stage right, and one stage left in the performance space, and two 10x10 squares in the shop space.

Protocol of show shifts

When a show ends, the cast and crew will retreat into the wings of the stage space. The SR loading door will open and the show will load out onto far end of the scene shop to allow for the next show to load onto the stage.

Stage Markings

The Stage will have a center line marked with a dark color tape from DSC to USC. The wings will have tape from DS to US to demarcate offstage for timing purposes. Center will be marked based on the light plot.

Main Curtain

The main curtain is a draw-type traveler. You can choose to begin with the curtain opened or closed. You can load-in with curtain closed. Keep in mind the amount of stage space downstage of the curtain line.

Mid-Stage Traveler

The mid-stage curtain is a guillotine style curtain. There is also a traveler located downstage of the mid-curtain that is operated from stage left. The traveler and/or mid curtain may be used and preset during load-in of your performance. The legs/tormentors do not fly, and will be pre-set at the same dimension for all participants.

Background

The theater contains a natural cyc and a black curtain (traveler) downstage of the cyc.

Crossover

The crossover is in the basement, located adjacent to the dressing rooms. There is not a protected crossover up-stage, unless participants choose to perform in front of the mid-curtain or traveler.

Dressing Rooms

Dressing Rooms are located in the basement, accessible from stairways down right and down left.

Holding Room

The holding room is for costumes, clothes, personal items needed to be secured after you exit the dressing rooms. The holding room(s) are downstairs, adjacent to the dressing and green-room area. The room will be monitored by UNA personnel.

Sound

There is a single-disc CD player and a connection for iPod, MP3 or computer input. Sound is located at the rear of the mezzanine in the control room. There are headset communications between SM, Sound, Light, BSR and BSL, Spot 1 and Spot 2.

Lighting

Lighting is divided into nine areas. These nine areas range three areas across the stage and three areas deep.

Area 9	Area 8	Area 7
Area 6	Area 5	Area 4
Area 3	Area 2	Area 1

Lighting is controlled by an ETC Element Preset Board. The magic sheet with channel and sub-master programming will be sent to you in a separate document.