



Alabama Conference of Theatre

Walter F. Trumbauer State Theatre Festival
November 29 – December 1, 2018

Hosted by

TROY
UNIVERSITY™

Department of
Theatre and Dance

**ONE ACTS &
STUDIO EVENT
PREPARATION GUIDE**

Trumbauer State Theatre Festival 2018
hosted by

TROY UNIVERSITY™

ONE ACT PREPARATIONS

Points of Contact

The points of contact for our theatre spaces and all technical aspects of load-in, load-out, and production are:

Frank Marquette – 323-610-4388 | fmarquette@troy.edu
(Studio @ TC Theatre, Production Manager)

Jeremy Hodges – 205-296-1603 | jhodges34921@troy.edu
(One Act Plays @ Crosby, Lighting & Sound)

Walk-Through, Truck Parking, and Load-In

On Thursday night at 9:00pm, we will have a walk-thru orientation to Crosby 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 Crosby lot Thursday evening at the walk-through. Friday morning will have its own issues for parking (faculty and students) and we 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 after 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 beginning at 9:15pm until 11:00pm.

Shows will load into 10'x10' squares taped out in the loading areas. Two squares are located onstage and two squares are located in the scene shop.

Protocol of show shifts

When a show ends, the cast and crew will retreat into the wings of the stage space. The loading doors will open and the show will load out onto the right-hand side and far end of the loading deck 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 can be opened guillotine style but *not* drawn open. 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 traveler can be opened guillotine or drawn open. The mid-stage traveler is a dual draw with a draw line on each side. Traveler can be set during 15 minute set-up and left in position for show. Mid-stage and legs will be flown at end of show to allow easier access on and off stage.

Background

The theater contains a cyc and a black backing curtain.

Crossover

There is a protected crossover located in the back hallway.

Dressing Rooms

Dressing Rooms are located directly backstage in the crossover hallway.

Holding Room

The holding room is for costumes, clothes, personal items needed to be secured after you exit the dressing rooms. The room will be monitored by Troy University personnel. The holding room is downstairs.

Sound

There is a dual CD player and a connection for iPod, MP3 or computer input. Sound is located in the balcony. 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

Audience

Lighting is controlled by an ETC 48/96 Express. The magic sheet with channel and submaster programming will be sent to you in a separate sheet.

TRUMBAUER ONE ACT LOAD-IN INFORMATION CROSBY THEATER, TROY CAMPUS

LOAD-IN AREA

Dimensions: Loading dock platform is 28" above pad level.
Platform is straight on to stage with one door measuring 10' wide by 8' high.
The dock can handle one truck.
The deck is covered for unloading in rain.
Dock is at stage level and is on stage right side.
Deck Loading Door Dimensions: Width: 10' Height: 8'

Loading Door from Shop to Stage Dimensions: Width: 9' Height: 8'9"

Height of loading deck above ground level: 28"

All Loading Doors are at stage level.

Dimensions of smallest doorway leading to offstage areas: Width: 3' Height: 7'

Only one truck can park in docking area.
Loading ramps are needed for gap.
Doors are rolling doors and do not require clearance.
Trailer can be left in the dock area after unloading.
Crew bus can park adjacent to the theater on the north or south side.

STAGE DIMENSIONS

Proscenium: 22' high by 43'-6" wide

Height of stage above: House Floor: 3' Pit: 8'

Location of: Crossover: Backstage Hallway Front-of-House Access: DSL, DSR

Distance from plaster line to: Curtain Line: 3'-4" Smoke Pocket: 1'-5"
Apron (@ CL): 8'-8" Apron (@ proscenium): 6'-3"
First Lineset: 2'-6" Last Lineset: 23'-5" Back Wall: 30'-0"

Distance from front of Apron with Pit Cover to Back Wall on CL: 43'-8"

Distance from front of Apron to Back Wall on CL: 34'-8"

Depth of Pit Cover on CL: 9'

Dimensions of offstage space (measured from CL): SL: 35' SR: 39'

Low overhead SL: 20' **Low overhead SR:** 20'

Maximum clear height in wings: SL: 20' SR: 20'

Description of overhead obstructions: Work lights in wings and backstage hang from grid

Composition of stage floor: 2 layer 3/4 ply with masonite cover painted with gloss black

Condition of stage floor: Good

Color of stage floor: Gloss Black

Scenery can NOT be fastened to stage floor: Weighted only

STAGE RIGGING

Grid Height: 42' from stage floor Loft blocks: Overhung

Line sets: Total: 25 on 8" Single purchase counterweight: 25
Double purchase counterweight

Total number of linesets that can be cleared for use: 15

Pipe or batten travel: 37'-4" (from 3'-4" above stage level to 40'-8" above stage)

Batten length: 48' O.D. of pipes: 2"

Maximum arbor capacity: 1,250 lbs.

Total amount of weight available: 11,200 lbs.

How is weight conveyed to gallery: Arbor (70% of weight on loading gallery level)

Arbor length: Single purchase: 8'

Location of lock rails: SL Working: Stage Level
Running: Stage Level

Number and weight of available sandbags: 1 @ 20 lbs. each

Loft blocks are overhung on fly house grid. Spot lines can be rigged.
There are no rigging points in the front-of-house.

A-frame ladders on wheels and are not available.

Ladders: (1) 12' Fiberglass Ladders (1) 16' Extending A-Frame (2) 6' Fiberglass Ladders

STAGE DRAPERY

Pairs of legs: 6 Height Width: 10 Color: Jet black

Borders: 6 Height Width: 6 Color: Jet Black

Panel drapes: 2 Height Width: 30 Color: Jet Black

Cycloramas: 1 Height: 20' Width: 40' Color: Cyan

Main curtain: Height: 20' Width: 50' Color: Black
Opens: Vertically Electric: No
Opens: Traveler Electric: Yes
Location of control: SL, Sound, Lights
Seconds to open: _ Seconds to close: 15

Legs and Borders are sewn in **fullness**. Traveler is sewn in **fullness**.

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STUDIO PREPARATIONS

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Studio Walk-Through and Load-In

On Thursday night at 9:30pm (or after ACT Scholarship auditions conclude in the Trojan Center), we will have a walk-thru orientation to the Trojan Center Theater for those available. Thursday night's orientation is open to Directors and Technical Staff. We will have an additional walk-through on Friday evening for the Saturday shows.

Each studio piece will have a load-in and setup period according to Trumbauer event rules. Shows will load in and out through upstage, stage right, and stage left doors.

Stage Furniture / Set Pieces

The following standard set pieces will be provided in the space:

- 3 cubes (18" x 24")
- 2 chairs
- 1 table

All pieces will be weight-bearing and painted black.

Background

The theater contains black backing curtain on the upstage wall.

Crossover

There is a protected crossover located upstage of the cyc.

Dressing Rooms

Dressing Rooms are located down the hallway off Stage Left.

Green Room

The green room is for costumes, clothes, personal items needed to be secured after you exit the dressing rooms. The room will be monitored by Troy University personnel.

Sound

There is a dual CD player and a connection for iPod, MP3 or computer input. Sound is located in the booth.

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

Audience

Lighting is controlled by an ETC 48/96 Express. A ground plan of the Trojan Center Theater will be sent to you in a separate sheet.

TRUMBAUER STUDIO LOAD-IN INFORMATION

TROJAN CENTER THEATER, TROY CAMPUS

LOAD-IN AREA

Loading Doors are at stage level.

Load-In Doors for Studio Event are standard size

Dimensions of smallest doorway leading to offstage areas: Width: 3' Height: 7'

STAGE DIMENSIONS

Proscenium: 19' high by 30' wide

Height of stage above: House Floor: 3'

Location of Crossover: Upstage of Cyc or Black Front-of -House Access: DSL, DSR

Distance from plaster line to: Curtain Line: 3'-4" Smoke Pocket: 1'-5"
Apron (@ CL): 8'-8" Apron (@ proscenium): 6'-3"
First Lineset: 2'-6" Last Lineset: 23'-5" Back Wall: 30'-0"

Distance from front of Apron to Back Wall: 39'-1/4"

Dimensions of offstage space (measured from CL): SL: 28'-9 1/2"

Low overhead SL: 8'-8" Low overhead SR: 20'

Maximum clear height in wings: SL: 20' SR: 20'

Description of overhead obstructions: An Air vent on SR occupies space upstage. See groundplan for more information.

Composition of stage floor: sprung dance floor over 2 layer 3/4 ply with pine tongue and groove top layer

Condition of stage floor: Good

Color of stage floor: Black

Scenery can NOT be fastened to stage floor: Weighted only for Trumbauer event

STAGE DRAPERY

Pairs of legs: 6 Height: 20' Width: 12' Color: Jet black

of border Width: 40' Color: Jet Black

of full-stage black back drops: 1 Height: 20' Width: 43'

of cycloramas: 1 Height: 20' Width: 40' Color: Cyan

scrims: 1 Height: 20' Width: 35' Color: Black

Main curtain: Height: 20' Width: 42' Color: Black
Opens: Vertically
Opens: Traveler
Location of control: SL
seconds to open: varies

Legs and Borders are sewn in **fullness**. Traveler is sewn in **fullness**.

DRESSING ROOMS

<u>Type</u>	<u>Number</u>	<u>Location</u>
Chorus	1	Back SL or SR
Chorus	1	SR and SL

All dressing rooms contain:

Lighted Makeup Mirrors	8
Chairs	8
Tables	2
Clothes Racks	1
Sinks	2
Toilets	2