



Association of
Community
Theatres of Manitoba Inc.

ACTFest
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.

SET: Please advise what set pieces you will require. We will try to accommodate requests for furniture and so on but make no guarantees. We have a movable, free standing door. Please use the back of this form to sketch your set design.

Special Requirements: _____

LIGHTING: The lighting will be set to 3 areas slightly overlapping.... ie; Stage Right, Stage Left, and Center Stage, "All On" will be a general wash. We have 20 Fresnel 500w floods over stage hang. 24 Source Four 575w front hang, 4 - Stage Bar 54 LED flood for colouring stage plus one follow spot. We also have a video projector with a 10 x 12 ft mid stage retractable screen. Please confine your requests to your most urgent requirements

Special Requirements: _____

SOUND: We can accommodate USB sticks, or CDs if necessary. If you bring a tablet, we can tie it into our system. Theatre also has guest WiFi.

Special Requirements: _____

We will provide light and sound crew. *Please send two marked play scripts indicating the sound and light cues. We prefer that your technical person 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 mail form **by March 31, 2019** to: Rosa Rawlings, 105 6th St. S.E., Portage la Prairie, MB R1N 1E7. For more info, email both Keith Burch, Tech Co-ordinator, at keithburchis@gmail.com and CC: Rosa Rawlings at rrawlings@goldenwestradio.com.