Festival of Dance Tips
(3/18/13)

• Meet with Susan McCullough to get the names of the companies, number of dancers in each piece, and time of each piece. She will likely also have a program order. This is also the order of tech. Post this around the theater.
• Tech is divided into 25 minute segments for each piece. It is imperative that you complete each piece in its allotted time. No piece lasts more than 7 minutes.
• The Lighting Designer may pick different colors for sidelight than are used in Winter Dance. This is ok, as long as no gel changes are needed during the actual run of the Festival. There are no spot operators.
• Find out if any scenery or props are being used. The companies will be responsible for bringing them to the stage for tech and performance, and cannot store them overnight in the theater.
• Pick a floor color with Susan. Just one. Do not give companies a choice.
• The main rag is only used at the top and bottom of each act. A blackout should be used to transition between pieces.
• Tech Rehearsals take place on the Friday and Saturday during the run of Winter Dance. Do not forget to plan the set up and strike of tech tables, any required floor changes or gel changes, and time to sweep and mop between the F.O.D. tech and Winter Dance Performance. It will impact your preshow schedule differently on each night of performance.
• Dinner will be provided for crew on the Sunday between shows. Usually pizza.
• The Calling SM should use Tech to write down everything about the piece that will be needed to call the show. You will only see each piece once.
• Be sure to introduce yourself to the head of each company as they begin tech, and explain your cueing and spacing process, allowing them to adjust as necessary.
• During performance, each piece will enter the stage from Stage Right, and exit on Stage Left. Be sure to have the next company prepared to go onstage in the Stage Right Stairwell. This formula should also be used for Tech Rehearsal. Call the next piece to the stage when the piece onstage has 5 minutes remaining.
• Companies should bring their CDs to Tech. During Tech, run the sound from the CD Player. Immediately following the given company’s tech time, allow Sound to load the CD into their system (iTunes, Q-Lab or SFX all work well).
• Deck SMs should alert the companies of how transitions will work, whether there is a crossover available, and any other scenic or prop concerns. The companies should not, under any circumstances, bring anything to the stage that is not required for the piece. No exceptions. Water bottles included.
• Companies can share dressing rooms. It is possible to use only the Warm Up Room, Green Room, Orchestra Room and Large Chorus Dressing Rooms (1 & 2). Companies that are in different acts can also share dressing rooms. As a piece completes their performance, they will leave the building, freeing up additional space in the dressing room. In other words, feel free to assign a large company that performs in Act One to the same dressing room as a piece that performs in Act Two.
• Time all the pieces. Use your stopwatch to your advantage.
• Be sure to let each piece know when their tech is beginning and ending. Be very clear over the god mic.
• The School of Dance has a budget for crew (previously $2500). Debbie Johnston (Finance Manager) will probably get in touch with you about this. Discuss with Stage Management faculty the names of the those students who will need to be involved. The SM advisor will send an accurate and complete list of all D&P Students involved in the run of the Festival of Dance. The crew for F.O.D. should be minimal, and does not need to include any Freshmen crews (Scenery or LX), the TD or Sound Designer. Checks come through the Cashier in the Welcome Center as Refund Checks, generally one to two weeks following F.O.D.
• Suggested Personnel:
  o Stage Management: Production Supervisor (either the Winter Dance PSM or SM Faculty; Calling SM (one of the ASM’s from Winter Dance), Stage Right SM, Stage Left SM (4 Stage Managers in total)
  o Lighting: Designer (usually ALD of Winter Dance), Production Electrician and Master Electrician (both the same as Winter Dance)
  o Scenery: Flyman (Winter Dance)
  o Sound: PSE, Board Operator (both from Winter Dance)