

TANYS FESTIVAL NEEDS FOR PROSPECTIVE FESTIVAL SITES

Festival Stage

- Able to provide an atmosphere that is conducive to productions originally performed in both intimate and proscenium settings. (A huge 1000 seat concert hall is probably out of the question as is a small 100 seat black box- usual audiences are between 125 and 250.)
- Performing area should be approximately 35' wide by 25' deep. (Spaces much smaller cannot accommodate shows from large proscenium houses, too large and intimate sets get lost.)
- A working fly system is nice but not necessary- there should however be the ability to suspend minor scenic pieces as needed for specific shows' needs.
- There needs to be offstage wing space and a backstage crossover from SL to SR.
- In addition to off stage space, there needs to be an area approximately 10' x 10' adjacent to the stage where a company can pre-set their scenery. It is from this area that companies will load their scenery onto the stage during the 10 minute set up time. This area needs to be available to the company waiting to perform while another company is performing on stage.
- There needs to be space available for scenic storage for companies performing in sessions other than the one currently on the stage. This space needs to be readily accessible to the stage.
- There needs to be adequate access to the stage for off loading scenery from a vehicle; usually pick-ups, vans and Ryder/U-haul trucks.
- There needs to be at least two dressing rooms, which can each accommodate 6- 8 actors each. More dressing rooms of smaller size are also acceptable. There should be mirrors in these dressing rooms and access to toilet facilities that are separate from the audience area.
- There needs to be headset communication throughout the facility. Minimally this should include Stage Left, Stage Right, Lighting Control, Sound Control and Follow spots.
- If the facility is a union house, there must be an arrangement in place that the individual companies can move their own scenery, costume and props. Lighting and Sound Control may be Union operated, but under the specific companies' direction.
- There needs to be a lectern available for the Opening Ceremony.

Technical Needs

- Technical design and running crew will be needed, preferably provided by the venue host company. These positions are: Host Facility Technical Director, Festival Stage Manager, Festival Sound Designer, Festival Lighting Designer, 1 to 2 Stage Crew Members.

Lighting

- The stage needs to be minimally lit with basic area lighting that can be divided into individually lit area approximately 8' by 10'. This basic lighting should minimally be a warm front, a cool front and a top light in each area.
- Two follow spots need to be available for use (but honestly are rarely needed).
- There needs to be up to 6 dimmers/control channels with appropriate instrumentation available for each company's special lighting requirements. These "specials" may be used by more than one company if there is easy enough access to the lighting areas for re-focus during each show's changeover.
- Other lighting needs as determined by the Festival Lighting Designer and Technical Director may be implemented. Please note that any "extras" must be made available to all companies and will stay within the host facility's inventory.
- The Lighting Control Board must minimally be a 2-scene preset with an unobstructed view of the stage, preferably from front of house.
- Sufficient ladders/lifts to focus lights must be available for Festival Staff use.

Sound

- The Sound control board should be in the audience area so the operator can adequately mix the sound.
- There needs to be available a minimum of a CD player for effects playback.
- There needs to be inputs on the board for a lectern microphone. There should also be the ability to input 3 wireless microphones, to facilitate the recording and amplification of the Festival Adjudicators.
- There should be additional inputs available on the board for specific show needs such as wireless microphones, floor mics, Computer, I-pod, etc.
- Front of house speakers and amplifiers should be adequate for the auditorium. There should be the possibility of L/R separation and backstage monitors or f/x speakers.
- There needs to be the ability to record the Festival Adjudicator during their post-show adjudication. Two recordings will be needed- one that is a copy of a specific adjudication to be given to the performing company. The other is a compilation of all adjudications given over the course of the weekend. Blank media will be provided.

Ancillary Facility Spaces and Needs

- The TANYS Festival traditionally is the weekend before Thanksgiving. TANYS needs unlimited access to the facility from the Friday morning of Festival through Sunday afternoon. The **Technical Staff** needs to be permitted to begin setup on the stage no later than Thursday afternoon.
- There needs to be a private room near the auditorium for the Festival Adjudicators.
- There needs to be an area available for TANYS displays, etc. easily accessible from the auditorium. This may be the Theatre lobby but needs to be approximately 2000 to 3000 square feet. Sufficient tables (10-15) must be available for these displays.
- Adequate toilet facilities for 200 people to use during 10 minute intermissions.
- There should be 3-8 rooms available for meetings, workshops, etc.; preferably in the same building but within minor walking distance is acceptable.
- National AACT rules require that the Auditorium doors be closed during a performance and latecomers will not be admitted. Ideally there will be a closed circuit television monitor system that can broadcast the performance on stage to the lobby.
- Sufficient secure parking must be made available for festival attendees and participants. Please note that this may include trucks. Parking should be easily accessible to the performance facility. Ideally this parking should be free.
- Facility needs to be ADA compliant- especially physical access to the auditorium. A portion of the audience will be older; climbing major sets of stairs, etc. is not acceptable.

Other Festival Needs

- Host Community Theatre group(s) to provide needed local support for the Festival. Which include, but are not limited to:
 - A local Festival Chairperson should be chosen and willing to serve as Co-chair for the Festival prior to the year your applying to host, so that they can “learn the ropes”.
 - A volunteer committee of locals is needed to plan and oversee various aspects of the Festival.
 - A volunteer base to assist in the smooth operation of the Festival.
 - Willingness to agree to a two-year commitment to serve as Festival Host Site.
 - 3-4 Local companies (theatre or business) willing to Sponsor the Friday night Afterglow by contributing a minimum of \$100 each. Festival Program credit is given.

- Sufficient local hotel accommodations for Festival attendees; usually 125 – 250 people. Accepting a discount “deal” is a plus.
- A site(s) for the Friday night Afterglow and Saturday night banquet. The Afterglow is an informal gathering usually with light food and a cash bar. The Banquet is a formal sit down dinner with awards ceremonies; again with a cash bar. These facilities should be in the general area of the theatre/ hotel.
- Nearby food establishments for lunches and quick meals or if the facility sponsoring festival has a cafeteria or a means to provide for caterers.
- Minimal fees owed to the facility by TANYS (i.e. Union/staff salaries, space rentals, etc.)
- A friendly, knowledgeable facility staff used to, and willing, to meet the needs of community theatres of varying degrees of competence. The facility staff/host Theatre Company will be responsible for supplying the labor to make the Festival a success.
- TANYS does supply a Technical Director who will coordinate the production aspects with the performing companies and will act as a liaison between the performing companies and the host site.

Proposals must be submitted in writing to the
TANYS Board of Trustees no later than June 1st,
eighteen months prior to the proposed Festival.

For more information, contact:

Deborah Allison – Administrative Secretary – dabca@frontiernet.net

Theatre Association of New York State
P. O. Box 428
Naples, NY
Website: www.tanys.org