

Songfest 2020 – Technical Information

1. You are responsible for making your own sets, props and costumes. This includes purchasing your own materials.
2. Scenery, costumes & props may NOT be rented.
3. Plan on space to build your sets & props. The theatre and scene shop and the equipment there **cannot** be used. You **cannot** paint or build anywhere near the theatre, including out back.
4. If you plan to hang any scenery, count on only **ONE** pipe. The pipe choice will be determined by chance drawing. Hanging scenery must be safe.
5. Your group is responsible for moving all props on & off stage – the crew cannot assist you.
6. All props and scenery that is left in the theater between shows must fit in your designated storage location. Storage locations vary in shape, but are approximately 35-40 square feet. Contact the Director of Production if you have unusually large or oddly shaped props and set pieces.
7. Traffic flow: a runner will come and get your group and escort you to the theater. No one from your group may wait in the wings. Please be quiet backstage & follow instructions given by the crew.
8. When you begin your skit, you must begin upstage of the black curtain (behind the Hosts). After your skit, you **and all scenery/props** must end upstage of the same curtain.
9. All scenery & props must be able to fit through a single door (if not already on stage).
10. Load-In: All set & prop pieces must be brought to the Theatre (specific load-in times per the timeline)
11. Do not bring glass, liquids, glitter, confetti, or other messy materials!
12. No slides, film, video, DVD or Powerpoints permitted.
13. If you want a sound effect, you must bring it to the theatre on a CD (Audio) or Thumb Drive (WAV or MP3 Format), ready to play. Smothers Theatre sound effects & recording equipment are not available for your use.
14. You will have two wireless hand-held mics available during your skit.
15. Following the final performance, you **MUST** remove all of your things from the theatre **THAT NIGHT**. No items may be left overnight in the facility. These items **cannot** be disposed of in the dumpster behind the scene shop – please take them to another dumpster on campus.
16. All stage rehearsals are closed. Also, no group can use the stage outside their scheduled time without the explicit permission of the Technical Production Manager.
17. Shoes must be worn at all times in Smothers theatre; including the stage, hallways, dressing rooms, green room, house, and backstage.
18. There are no dumb questions. If you are unsure of something, please don't hesitate to ask. Feel free to contact me at any time.

PRIMARY CONTACT ALL TECH QUESTIONS

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Director of Production
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BACKUP CONTACT

TBD
Production Manager (Audio for Songfest)
Office: 310-506-4224 (x4224)

Songfest 2020- Overhead Scenery Guidelines

Major Guidelines:

- Your scenery will not fly if it is deemed unsafe.
- Scenery must not be more than 22' tall, 40' wide and no more than 3" deep.
- Scenery must "fly flat". This means that as it hangs, it should not bend, swing, or stick out in any way that might get caught on another group's scenery.
- Scenery should not "shed" screws, staples, glitter, or any other material on the stage.
- The theatre only provides the 54' fly pipe and rope to hang your scenery. Everything else, including attachment points on your scenery are your responsibility.
- 1"x4" wooden backing may be needed to keep your scenery "flat"
- Pieces that shed glitter shall not be permitted to enter the stage
- Think about what will happen when you pick up the item by the top – how will it hang?
- **NO CARDBOARD**
- The bigger the better. People are about 30' away from your items.

Scenery must be constructed of one of the following approved materials:

Polystyrene (Styrofoam) **PREFERRED**

You can buy 4' x 8' sheets of polystyrene from Home Depot for about \$15 or \$20 (It is commonly used for home insulation and can be found in the back of the store). Be sure to purchase a **2" thick** sheet (smaller sizes tend to bend). Polystyrene can be easily painted and carved with a hand saw or knife. A full sheet of Polystyrene weighs about 8 pounds and should be supported by rope. Do not attempt to connect multiple sheets. Do not cut with a power saw.

NO CARDBOARD

Fabric "Drops"

Fabric drops should be constructed with 2" wooden dowels or PVC pipes at both the top and bottom of the drop. Pipes/dowels must remain straight (Larger drops require larger pipes). Pipe "pockets" should be sewn into the drop to securely hold pipes.

Wood and other Materials

Contact the Director of Production for construction tips if you want to use wood or any other materials. Other materials tend to be heavy and require more money spent on steel support hardware.

ALL materials MUST be flame retardant, meaning they will not catch fire when lit. This means no trees, leaves, or similar natural products.

Approved Rigging Supplies:

- **We will provide rope for pieces that weigh up to 10lbs**
 - We will provide black and white rope for hanging the items
- Steel wire for pieces weighing more than 10 lbs. (Please first speak with Director of Production before planning any larger set pieces.)

Pointers on Rigging:

- The stage opening is 40'W x 20'H.
- Allow at least 2' of rigging line above your scenery to hide the pipe from the audience.
 - If you want the top of your sign to be 16' off the stage floor, you need at least 6' of rigging line.
- Make attachment points at least 3" down in your scenery to be sure rope doesn't tear through the top.

Songfest 2020– Light Cue Examples

You are permitted a total of 20 (twenty) light cues for your group. This means that each time the Stage Manager calls a light change that is one cue. Your opening preset counts as a cue. Follow Spots will not count as light cues.

Once the lighting setup for Songfest 2020 is confirmed we will provide an additional information sheet that will better outline what type of lighting areas and looks will be available. This will be made available prior to Technical Meetings starting.

When do I want to do cues? Well this is up to you and your group. Generally speaking it looks good to have a light cue happen at the following moments:

- The start of a new song
- The end of a song
- You are going to a different location
- The mood of the scene / feel of a song dramatically changes

Light comes from the following locations:

- Front Light (warm / cool, other colors for special moments) This lights people's faces
- Back / Top Light (Any color)
- Side Light (Any color)
- Cyc Light (Back wall) (Any color)
- Specials (Any color, specific location)
- Follow Spots (warm/cool)
- Moving Lights (Any color, special effects, movement!)

NOTE: You do not have to use all 20 cues.

EXAMPLES:

OPENING PRESET (CUE #1): blue back light, blue cyc

First song:

CUE #2: front lights up as ensemble enters.

Dialogue:

CUE #3: cyc lights change to red; stage dim; followspot
On soloist at center

NOTES:

1. No cheating to increase your cue count.
2. You need to meet with the Songfest Lighting Designer with enough time in advance of the deadlines to submit your cues on time.
3. The Songfest Lighting Designer will try to accommodate your requests as best as possible; please keep in mind that there are multiple groups.

Lineset Schedule

Pepperdine University
Center for the Arts

Lineset Schedule Detail

As of 4-Oct 2018 NTG

Lineset	Distance from Plaster Line	MAX Out Trim	MAX Out Trim w/ SR Extension Out 2'-6"	Purpose	Length	Extensions Available Each Side	Length w/ Extensions	Notes
32	30'-0"	52'	*same*	Cyclorama	60'	--	--	
31	29'-6"	52'	*same*		54'	2 @ 3'	60'	
30	29'-0"	52'	*same*	FULL BLACK #3	54'	2 @ 3'	60'	
29	28'-3"	52'-7"	*same*	J: Available	54'	2 @ 3'	60'	
28	27'-6"	57'-6"	*same*	I: Available	54'	2 @ 3'	60'	
27	26'-6"	57'-3"	*same*	H: Available	54'	2 @ 3'	60'	
26	25'-10"	57'	*same*	G: Available	54'	2 @ 3'	60'	
25	24'-5"	49'-4"	*same*	LEGS #4	54'	2 @ 3'	60'	
24	23'-6"	28'-1"	*same*	ELECTRIC 4	60'	--	--	
23	22'-2"	49'-6"	*same*	BORDER #4	54'	2 @ 3'	60'	
22	21'-6"	55'-8"	53'-7"	F: Available	54'	2 @ 3'	60'	
21	20'-10"	55'-5"	53'-7"	E: Available	54'	2 @ 3'	60'	
20	19'-4"	31'-7"	*same*	ELECTRIC 3	60'	--	--	
19	18'-4"	54'-10"	53'-7"	D: Available	54'	2 @ 3'	60'	
18	17'-8"	54'-6"	53'-7"	Legs/Border #3	54'	2 @ 3'	60'	
17	16'-10"	54'-3"	53'-7"	C: Available	54'	2 @ 3'	60'	
16	16'-0"	54'-0"	53'-7"	FULL BLACK #2	54'	2 @ 3'	60'	
15	15'-4"	53'-9"	52'-0"	B: Available	54'	2 @ 3'	60'	
14	14'-6"	46'-5"	*same*	A: Available	54'	2 @ 3'	60'	
13	13'-0"	30'-1"	*same*	ELECTRIC 2	60'	--	--	
12	12'-0"	51'-2"	*same*	LEGS & BORDER #2	54'	2 @ 3'	60'	
11	11'-0"	52'-5"	*same*	Black Scrim	54'	2 @ 3'	60'	
10	10'-0"	52'-6"	*same*	Speaker's Curtain (Black)	54'	2 @ 3'	60'	Has Travel Track
9	9'-4"	52'-0"	*same*	Projection Screen / Border #1	54'	2 @ 3'	60'	
8	8'-8"	51'-9"	*same*	Reserved for Hosts	54'	2 @ 3'	60'	
7	8'-0"	51'-6"	*same*	Leg #1	54'	2 @ 3'	60'	
6	7'-4"	51'-3"	*same*	Reserved for Hosts	54'	2 @ 3'	60'	
5	6'-2"	***	*same*	ELECTRIC 1A (tied to 1)	54'	2 @ 3'	60'	Tied to LS 4
4	4'-8"	26'-6"	*same*	ELECTRIC 1 (tied to 1A)	60'	--	--	Tied to LS 5
3	-----	-----	-----	**Side Tab Electrics**	2 @ 28'	--	--	2 Tabs on the SAME Arbor
2	3'-0"	***	*same*	Leg and Border #1	54'	2 @ 3'	60'	
1	2'-0"	***	*same*	House Grand Drape	60'	--	--	Has Travel Track
0	0'-6"	49'-6"	*same*		54'	2 @ 3'	60'	
00	0'-0"	***	*same*	Procenium Portal	42'	--	--	Has limited travel