

2024 ILLINOIS HIGH SCHOOL THEATRE FESTIVAL FULL-LENGTH PRODUCTION - TECHNICAL GUIDELINES

For Full-Length productions, you will have a maximum of three hours load-in and set-up time (not necessarily consecutive), including technical adjustments and/or any stage rehearsal. Set strike and load-out will be limited to a one-hour maximum. Actual set-up and strike times are based upon the length of the show, Festival schedule, scenic and technical requirements, etc. and may be less than the above lengths. Schools should plan to use this time efficiently. **Practicing setting up and striking the set in advance can help work out potential problems and save valuable time at the Festival.** Obviously, the less time it takes to put up the set, the more time is available for setting lights and sound and rehearsing.

A general masking plot and light plot will be provided for the Festival. Any lighting specials or needs must be requested 3 weeks before the Festival. Hayden Auditorium is unable to accommodate specials. A ground plan for focus areas, gel colors and control channel numbers of the Festival plot will be provided at the December 3 Directors Meeting.

Schools are expected to: Provide own gel for all specials.
Provide all tools, hardware and materials necessary for set assembly and strike.
Strike the show immediately following the final performance.

The Festival Technical Director may provide preliminary approvals for limited amounts of lightweight scenery to be hung from the rigging systems (if available). This would need to be requested and approved by the December 3 Directors Meeting. Final approval of any rigged scenery will be determined by the Festival Technical Director after a visual inspection during load-in. No flown scenery may move during the show, or at any time that there are individuals standing below it. No individuals are permitted to fly.

While the Festival Technical Director and technical staff will discourage the use of any scenery that obviously appears unsafe, all scenery that is brought by the school is used at the sole risk of the school producing the show. The producing school shall be fully liable for any damage or injuries occurring on or around or are caused by scenery and equipment that they provide.

All scenery and large prop items must pass a flame test (self-extinguishing when flame source is removed). Any use of live flame onstage must be approved in advance by the Festival Technical Director. Candle or match size flames are the only type of live flame that will be considered for approval.

Any use of firearms in Festival Productions must be approved by Festival Technical Director prior to the December 3rd Directors Meeting. The only type of firearms that will be considered for approval are weapons that in no way could fire live ammunition of any sort, including pellets or paint balls. Starter pistols or other weapons designed to exclusively fire blanks and have a blocked barrel may be considered for approval. A school must provide a detailed handling and storage plan for how the weapon will be utilized, including off-site storage before and after the show, before such a request will be considered. Such a plan will generally require that a responsible adult handle and deal with the gun when it is not actually onstage and that it be stored in a secure manner out of sight. Any show that is granted permission to use replica firearms must display signs in the lobby and in the program indicating that a replica firearm is used in this production. The weapon must be inspected by the Festival Technical Director during load-in; regardless of prior approvals. Any weapon deemed to be unsafe or without a proper handling procedure will not be allowed on stage.

Due to smoke detectors and liability issues, no smoke machines or pyrotechnics are permitted to be used in any space.

I have received a copy of these guidelines. I accept the liabilities indicated and agree to abide by all guidelines.

Signature of Producing School's Technical Supervisor

Signature of Producing School's Director

Date

Name of School

Title of Production

ANY SCHOOL THAT BREAKS THE POLICIES WILL BE SUBJECT TO EXCLUSION FROM SUBMITTING A SHOW TO THE FESTIVAL IN THE FUTURE. PLEASE SIGN ONE COPY OF THIS SHEET AND RETURN TO THE ILLINOIS HIGH SCHOOL THEATRE FESTIVAL. YOU WILL NOT BE ABLE TO PARTICIPATE UNLESS WE HAVE THIS FORM ON FILE. Directors of selected productions MUST attend a directors meeting on December 3 at ISU starting at 10:00 am.

This form must be received by September 15, 2023.

MAIL: ISU Conference Services
Attn: IHSTF Production
C.B. 8610
Normal, IL 61790-8610

SCAN / EMAIL TO: mdrhoa1@ilstu.edu

FAX TO: 309-438-5364

If you have any questions or need approval of a technical requirement, please feel free to contact the Associate Director for Play Selection:

- Andy Bero: playselection@ihstf.org