



January, 2019

Dear Zone Members;

Shuswap Theatre Society is excited to be hosting the 2019 Ozone Festival on May 17 - 25! The theme for festival is Backstage Heroes!

We invite you to participate in honoring theatre volunteers by bringing pictures and details of your volunteers in each of the following categories for display in the lobby:

Lighting	Sound	Stage management	Props
Costumes	Front of House	Set design & Construction	Publicity

Please read this Stage Manager's letter carefully, it contains information you will need when attending festival. Sound and lighting inventory, stage description and general information is available on our website shuswaptheatre.com click on resources or season/events/tickets and scroll down to Technical Information.

Registration deadline is March 1st and tech tour is March 2nd. Registration forms are available on the Theatre BC website, see resources/zone specific/festival entry. Please remember to bring your registration fee cheque to Tech Tour.

We look forward to hearing from you and your participation in the festival.

Sincerely,
Joyce Henderson
Bea Kirkwood-Hackett, co-chairs

O-ZONE FESTIVAL MAY 17-25, 2019 – SHUSWAP THEATRE SOCIETY

NOTE: in order to participate in a Zone Festival, your community theatre group is required to be a member of Theatre BC. Each individual who participates in the festival play is required to be a member of Theatre BC – see TBC website for forms and details. <http://www.theatrebc.org> Click Resources, click Forms, under Membership see Club Membership Application form and Individual Membership forms.

GENERAL INFORMATION

- Because of insurance regulations there is no consumption of alcohol on the stage, auditorium or scene shop during the set up or the strike.
- Shuswap Theatre has a no smoking policy for the entire building. There is a smoking area outside.
- Curtain time will be 7:30 p.m.
- Set up time will be from 12:00 noon until 5:00 p.m. unless other arrangements are made. There will be a 1 hour supper break and back in at 6:00.
- All sets, props, costumes etc. must be removed from the building after each strike unless other arrangements are made with the festival stage manager.
- No pyrotechnics are to be used.
- No flowers to be delivered at the curtain call. The Festival Stage Manager will take them to the dressing room.
- A tray of snacks will be available for cast and crew.

STAGE AREA INFORMATION

- The stage may be painted any color with LATEX/ACRYLIC paint only. Once it has been swept and damp mopped after the strike, it must be painted back to black unless other arrangements are made by the following play.
- The stage floor may be nailed or screwed into. **NO** power staples please. All screws and nails must be removed by the play that put them there.
- Stage masking is black velvet.
- Some extension cords are available, best to bring your own and mark them clearly as yours.
- A black scrim (7 X 20) is available and can be hung where you wish.
- There is a variety of floor mats that can be used to silence backstage footsteps.
- Props tables are available.

- Extension ladder, step ladders, brooms, mops, a radial arm saw and a table saw are available to qualified persons only.
- ALL lighting instruments above the stage and the audience **MUST** be safety chained before the performance begins.
- All **your** gels must be removed and all instruments must be returned to their **house hang** positions before leaving the theatre.

PLEASE BRING YOUR OWN:

- Hand tools and **mark them clearly** as yours.
- Black latex paint.
- Touch up paint for your set.
- Masking, duct and glow tape.
- Nails and screws etc.
- Paint brushes, rollers and paint trays.
- Gels, gobos, lighting instrument wrenches, extra lighting instruments if you require them.
- Foyer display tools, tape, thumb tacks. There will be an area designated for your play.

DRESSING ROOMS

- A small dressing room with counters, mirrors and lights has space for 9 people.
- 1 bathroom with toilet and sink.
- 1 costume rack (can be moved into the wings if needed).
- 1 ironing board and iron.

THE THEATRE IS EQUIPPED WITH:

A Clear-Com system with 3 headsets is located in the sound booth, lighting booth and the Stage Manager's desk in the Dressing Room. There is also an in house hearing assistance system.

For further information go to <http://shuswaptheatre.com/zone-entrant-info>

LIGHTING AND SOUND BOOTH – ABSOLUTELY NO FOOD OR DRINKS IN THIS AREA

Please be advised that each group **MUST** bring light and sound people who have a better than average knowledge of their respective tasks. It is to their advantage to attend the **Tech Tour on March 2nd**. Your technicians and crew are expected to be at the Shuswap Theatre on the day of their afternoon set up and be there to run the show for their evening performance. There will be a **Light Tech** there to guide you on the day of your set up and in the evening should you need advice. **The Stage Manager** will be there to answer your questions and to ensure that you have what you need. He is not there to do the work for you.

WHAT TO SEND IN NOW

- Please send 2 new scripts (NO photo copies please) to **Bea Kirkwood-Hackett, Zone Festival Chair, #27, 153 Salmon Arm Dr., Enderby, BC V0E 1V1.**
- Please send or bring evidence of a **copy of permission for Performance Rights** with Festival Entry submission.
- **Add** Shuswap Theatre and the date of your performance to your insurance policy.

WHAT TO BRING TO SHUSWAP THEATRE ON SATURDAY, March 2nd AT 1:00 P.M.

- **1 Play Entry fee cheque for \$150.00 made out to 2019 Ozone.**
- **1 performance bond cheque for \$200.00 (refundable after your performance at Festival) also made out to 2019 Ozone.**
- **1 Entry form filled out in detail with as many of the individual Theatre BC member's numbers entered. Entry form is found on the TBC website. See Resources/Zone Specific/Festival Entry form.**

In addition to the Tech Tour on March 2nd, we also plan on being available to accommodate light and sound individuals who join their production team late. We will arrange a time to meet with them at a time that is agreeable to us both.

We'll have a great festival! We are really looking forward to meeting all of you!

Please email anytime craigandshellym@gmail.com or beakh@shaw.ca