

O-ZONE Festival - Shuswap Theatre - 2025

Things to know:

- Insurance requires that:
 - Only closed toed shoes are worn in the theatre. Anyone not wearing appropriate footwear will be asked to leave until they do have appropriate footwear. Lobby ok. Exceptions made for actual performances when stage deemed safe to do so by Stage Manager (SM).
 - No consumption of alcohol on the stage, dressing room, in the auditorium or scene shop during set up or strike.
 - No smoking in the building. Please do not smoke near main entrance and please do not litter - throw butts away safely in garbage.
 - No pyrotechnics.
 - No fire or flames on stage (or in building) unless cleared by Festival Stage Manager (FSM) for cultural purposes.
- Theatre rules:
 - Do not touch any technical equipment in the theatre unless cleared to do so by the FSM.
 - All lighting & other technical instruments, above the stage and audience MUST be safety chained before the performance begins
 - All instruments must be returned to the house hang positions before leaving the theatre.
 - The stage must be swept and damp mopped and repainted to black if painted for performance.
 - All sets, props, costumes etc. must be removed from the building after each strike by midnight.

General Information:

- A tray of snacks and water dispensers will be available for each group.
- Set up time will be 12 noon until 5pm. There will be a one hour break with return to the theatre at 6pm. Your group may bring food into the theatre and eat in the lobby or dressing room.
- Theatre Doors open 6:30 pm, House open 7:00 pm, Curtain 7:30 pm
- Dressing Room Cage and door to alley must be left unlocked during performance as a fire exit.
- All sets, props, costumes etc. must be removed from the building after each strike unless other arrangements are made with the FSM. There is no storage space.
- No flowers to be delivered at the curtain call. The FSM will gladly take them to the dressing room.

Stage Area Information

- Stage Dimensions: 34' W x 24' D. Ceiling height 11'/Grid height 10'.
- A distance of 44" must be maintained between the stage or any stage protrusion and audience seating at all times. Please inform FSM immediately if you need to exceed existing stage dimensions as it will affect Box Office.
- There are no wings or default house hangs for stage curtains (blacks). An assortment of 12' & 8' blacks are available to create wings or other masking as needed - please let us know what you will need as soon as possible. Must be hung with venue technicians!
- There is no Cyclorama in our space.
- The stage and walls (not circuit boxes) may be painted with any colour Latex/Acrylic paint only, and after must be painted to black.
- Absolutely NO paint (or brush cleaning) in dressing room sinks - Please use utility sink in Scene Shop. Please no open paint in the house. Painters' drape cloths can be provided if needed.
- 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.
- Props tables and shelves are available.
- Extension ladders, step ladders, brooms and mops are available.

House Capacity 149

Lighting and Sound Booth

ABSOLUTELY NO FOOD OR DRINKS IN THIS AREA!

Please be advised that each group MUST bring Light and Sound technicians who have a better than average knowledge of their respective tasks. It is to their advantage to attend the Tech Tour on March 15th. Your technicians and crew are expected to be at Shuswap Theatre on the day of set up and be there to run the show for their evening performance.

A House Light and Sound tech will be available for set up. Please advise of the need. The FSM has working knowledge of all tech in the theatre but cannot dedicate time to do more than advise and trouble shoot.

Dressing Rooms

- 1 medium dressing room with makeup mirrors and lights for 10, 1 toilet, 2 sinks, no shower, 1 coffee machine, 1 kettle, and a small fridge. Be aware of low amperage in the room which may cause conflict if too many items plugged in at once.
- A/C unit - ask SM about use
- Stage Monitor tv & sound
- 1 large costume rack (built in) - portable racks available, please inform (can be moved into the wings if need be)
- 1 ironing board, iron.

The Theatre is equipped with:

- A wired clear com system with 4 headsets (3 in the control booth, 1 at the ASM Station in dressing room).
- Auris Loop - for hearing aids with coil.
- Costume Shop upon request. No Sewing Machine on site.
- Scene Shop - as needed.

Please bring with you:

- Hand tools and mark them clearly as yours.
- Black matte latex paint - please ask FSM in advance for exact type
- Touch up paint for your set
- Masking, gaff, duct, glow and other tape (no tape on blacks!)
- Nails, screws etc.
- Paint brushes, rollers, paint trays.
- Extension cords – there are some but best to bring your own and mark them clearly as yours.
- Gels, gobos, lighting instrument wrenches, extra lighting instruments if you require them, cable adaptors as needed.
- Sand bags (if needed)
- Foyer display tools, tape, thumb tacks,. There will be an area designated for your play.

Tech Tour Saturday March 15th:

Bring with you:

- 1 Play Entry fee cheque for \$150.00 made out to Shuswap Theatre, if not already paid.
- 1 performance bond cheque for \$200.00 (refundable after your performance at Festival) also made out to Shuswap Theatre

You will get a tech package with

- Lighting house hang layout and instruments available for hanging
- Sound equipment available
- Floor plan with measurements, circuits and pipes available

For complete technical information about our venue, please visit our website [shuswaptheatre.com/resources/technical information](http://shuswaptheatre.com/resources/technical%20information)

Please e-mail me, Ann Skelhorne, anytime at theatreshuswap@gmail.com