

# Glennie Fest

## Technical Specification Sheet



Glennie Fest is an adaptable end-on performance space. The stage consists of black rostra, and along with the seating, is laid on the existing wooden floor. This venue is not suited to productions with large sets as access is restricted due to a narrow set of stairs. The venue format can be set up in any configuration to suit your show. Glennie Fest is blacked out and has a black surround made up of black masking flats. These flats can be moved to accommodate each production, but please take care to mark their position. There is a small room to the side of the stage which can be used as a dressing room and for storage of small items. Public toilets are available with walking distance.

### STAGING

**Stage Depth:** 6m

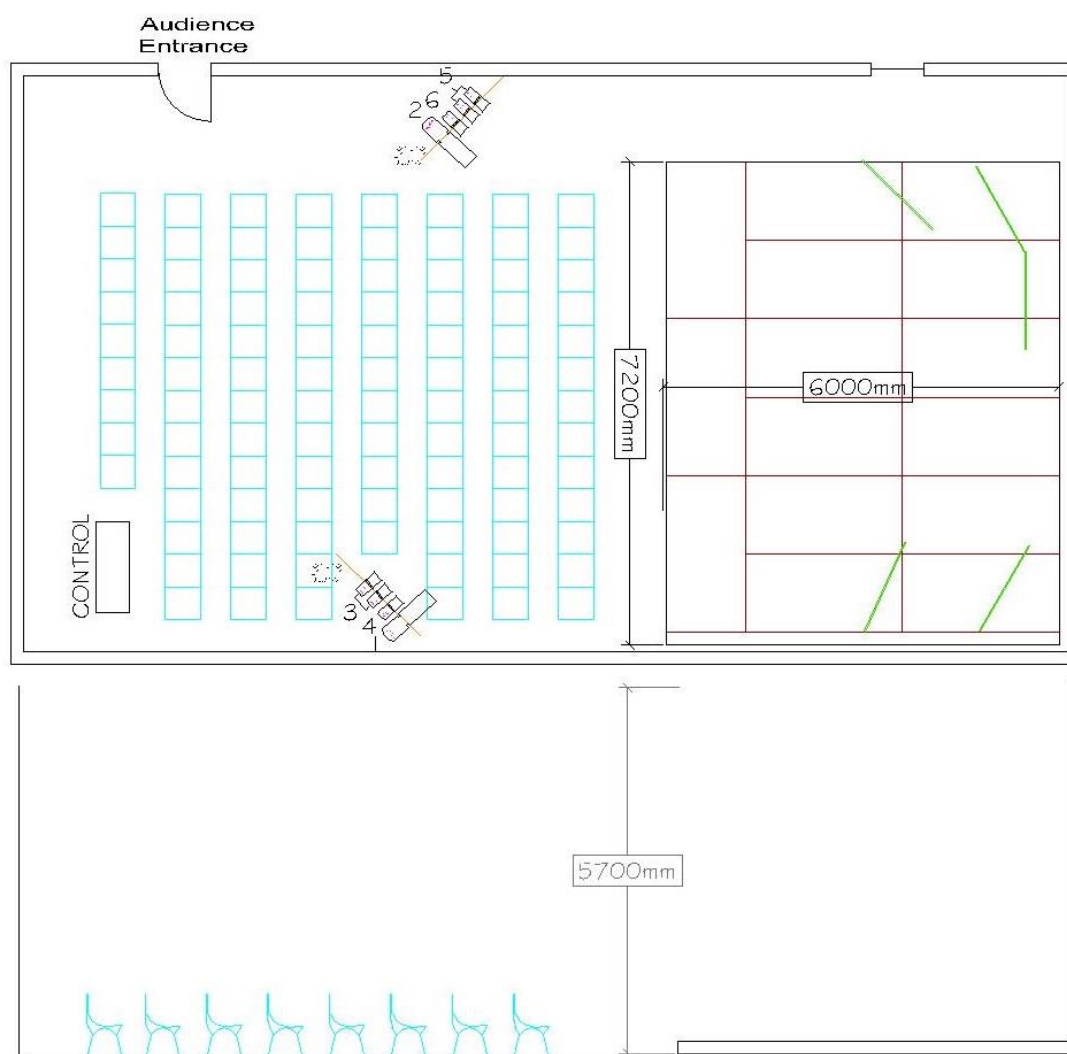
**Stage Width:** 7.2m

**Height:** 5.75m (from stage to ceiling)

**Setting Height:** 4m

**Seating Capacity:** 80 chairs, which can be moved if needed

**Loading Door:** 0.8m x 1.5m (up a narrow flight of stairs)



## FLYING AND RIGGING

It is not possible to fly or hang scenery.

## LIGHTING

The venue has a basic lighting rig.

**Lighting Control:** 6-way single preset

**Dimmers:** 6 x 2kw Dimmers

**Lighting Units:** 2 x 650w Profiles

6 x Par 56 Parcans

This is a generic equipment list and may be substituted to better suit the productions in the venue. The National Arts Festival does not provide companies with lighting gel, smoke machines, data projectors, screens, etc. If you require any assistance with sourcing any of the latter equipment please consult the Technical Office. Any practical electrical equipment you intend to use should be SABS approved and electrically safe and the National Arts Festival reserves the right to refuse usage of equipment which fails a visual and electrical insulation test.

## SOUND

**Sound Desk:** Ramsa WR20E 4-channel power mixer/amp

**Speakers:** 2 x Ramsa WS A80 Speakers on Stands

**Playback:** 1 auto cue CD player

All inputs are quarter inch Mono, Mic, Instrument or Line. For any recording or stereo output, RCA must be used. The equipment supplied is strictly used for incidental and recorded music. If you wish to use an alternative sound source (e.g. iPod, laptop, etc.) you will be responsible for providing any extra cabling needed to connect to the Sound Desk. If you aim to bring extra equipment or need assistance sourcing extra equipment please let the Technical Office know when filling in the Technical Questionnaire.

## TECHNICAL STAFF

The venue has two technicians and a stage hand to assist you with your set-up and strike, and they are available to operate lighting and sound cues for your performances. The stage management of each performance is the presenting company's responsibility. If you wish the venue technicians to operate either lighting or sound for your show, please provide a legible and clear cue sheet when you arrive for your technical rehearsal, and allow for sufficient time to do a technical run through with the operators.

## GENERAL INFORMATION

Please fill out the technical questionnaire and return it to the Technical Office as soon as possible. If this information changes once you are in rehearsals please advise the Technical Office. We want to assist you as much as possible to make the technical aspect of your show run as smoothly as possible and the more information we have the easier this will be.

Each company is assigned a technical rehearsal slot of 2 hours prior to their first performance. This time should be used to load your set and props into the venue and to assemble your set, focus lighting specials, plot lighting and sound cues and to do a full technical rehearsal of your show. Please use this time wisely; arrive prepared and on time for your get-in/technical rehearsal. The rehearsal schedules are extremely tight and you will not be allowed to overrun your allotted time, as this will affect other company's rehearsals and/or performances. If you cannot attend the rehearsal slot that the Fringe Office has given you, please contact the office to arrange an alternative slot.

Please note that it is your responsibility to remove your set and props after your last performance. Arrange a convenient time to do this with the venue technicians.

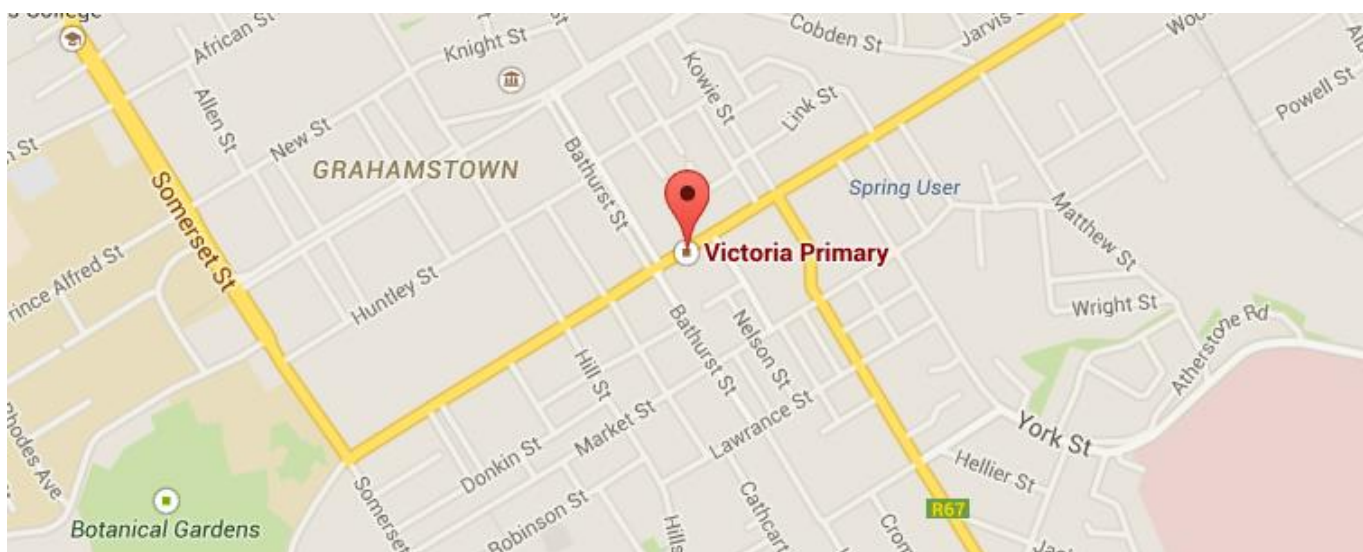
- **Please take note that due to the nature of the Festival Venues no floor or wall fixings are permitted in any of the venues.** If this poses a problem for your set, please contact the technical office to discuss an alternative solution.
- **Smoking is not permitted in any festival venue. If your production requires an actor to smoke during the performance you will be required to complete a special effects form and follow a regulatory safety procedure.**
- **Be vigilant in safekeeping your personal belongings.** The National Arts Festival can take no responsibility for loss or damage to equipment, instruments, props, costumes or any other items in Festival Venues.

## FRONT OF HOUSE

Tickets will be sold at the door 30 minutes prior to the advertised starting time. The audience will be allowed into the venue 10 minutes prior to curtain-up. Please ensure that your cast and crew arrive by the half hour call (at the latest 35 minutes before the performance) and are ready to start the performance at the advertised start time. **Performances that go up and end late may incur a penalty.**

## LOCATION

Glennie Fest is part of Glennie Festival Centre, situated upstairs on the first floor at Victoria Girls Primary School entrance on Hill Street.



## VIEW OF STAGE AND SEATING



If you have any special requirements or need assistance with any aspect of your production please contact the Technical Office in good time.

The Technical Office  
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