



## Department of Theatre & Dance

### Technical Support

UNM NM High Desert High School Theatre  
Festival

Please read this letter carefully. Any TECHNICAL questions should be directed to the Production Manager Juli Hendren. She will connect you with the appropriate UNM faculty regarding your technical issues.

Juli Hendren [juli@tricklock.com](mailto:juli@tricklock.com) or you may leave a message at 505.277.4332

UNM Stock Furniture & Set pieces – New Mexico State HS Theatre Festival

**Below is a list of scenic pieces UNM Theatre & Dance can provide for the one-act plays:**

- |                                         |                                              |
|-----------------------------------------|----------------------------------------------|
| A) 1 - square table 3'-0" x 3'-0"       | G) 1 - 3'.0" Diameter Round table            |
| B) 2 – Black armless benches 2'.6" L H) | H) 6 – Black flats on jacks 4'.0"W x 10'.0"H |
| C) 5 - Black armless chairs             | I, J) 2 - Couches: 5'.0" L                   |
| D) 1 – Upholstered chair 2'.6" W        | K) 2 - Rectangular tables 1'.6"W x 6'.0"L    |
| E) 1 – 2'.8" Diameter Round table       | L) 2 - Rectangular tables 2'.6"W x 6'.0"L    |
| F) 2 - Black armless benches 4'.0" L    |                                              |

**Not Pictured) 4 - Black Platforms 4'.0"W x 8'.0"L x 8"H**



A



B



C



D



E



F



G



H



I



J



K



L

Each school will get 45 minutes for a technical rehearsal the week prior to the performance, depending on the day and time of your one act play and your schedule. Juli will contact you to arrange your technical rehearsal. You will also be assigned a load-in and load-out time. Each school will get a 10' X 10' taped square to store your set and props. ALL set and props must fit in the 10' X 10' square. Actors and crew do not need to fit in the square. PLEASE CONSIDER USING UNM SET PIECES BEFORE BRINGING YOUR OWN!

As soon as your registration is confirmed, we will email you to set your Technical Rehearsal time. You will also receive a packet including a Lighting Summary, Light Plot, and Magic Sheet. Festival lighting will be provided as well.

### **1. Stage Floor Plan**

The acting area is approximately 20'.0" (18'.0" usable) deep by 40'.0" wide. The short apron area located downstage of the proscenium is not lit. The black scrim and white rear projection screen will be closed during all performances to allow room for storage on stage. The black scrim and white rear projection will be operated by a member of UNM technical crew. There will be an onstage quick change area available far upstage right.

### **2. Fly Rail**

The Grand Drape will remain open at all times for time and uniformity. We cannot accommodate flying scenery or backdrops due to the limited set-up and take-down times.

### **3. Sound System**

This will include the following: House PA, wireless mic, and CD player. If your specific needs vary from this list, please contact me ASAP. If you have recorded sound effects, it is recommended that you burn them onto a CD and bring a back-up on a flash drive. PLEASE TEST YOUR CD.

### **4. Clear-Com headset communication**

These will be provided at the following locations: light board, sound board, stage manager, down stage right, down stage left and follow spots, dependent on need. The stage manager location at UNM is typically in the control booth.

### **5. Lighting**

Please see Lighting Summary, Lighting Plot, and Magic Sheet and/or contact me via email with questions. Two Canto 1200 msd/msr follow spots are available for use and are operated from the projection booth. It is up to you to provide students to work these spotlights. These CANNOT be the same students who are designated to run the Light or Sound consoles.

### **6. Please remember to enforce the following college policies:**

- **NO FOOD OR DRINKS IN THE THEATRE; THIS INCLUDES BACKSTAGE AND ONSTAGE.**
- Bottled water is only allowed in dressing room and hallway areas.
- No glitter, sequins, whipped cream, shaving cream, or wet glue (or any other sticky substance that is hard to clean). Using such may result in disqualification.
- Any special effects must be pre-approved. No open flame, smoke, or pyrotechnics are allowed (including cigarettes, e-cigarettes, vapors, and the like).

We look forward to working with each of you to make this the best festival experience for you and your students. Please, do not hesitate to call or email Juli anytime.