

Tech Information- NMSU, January 2026

We are all getting very excited to see everyone at the Festival this year! Here is some important information for you to know as we get prepared. I know that getting all this information can be overwhelming, if you have questions, want to talk through some things, etc., please let me know.

General

The stage is 38' wide and 19' wide from the midstage to the proscenium line. The grande drape will be open for the duration of the festival for time and uniformity. The fly rail will not be available for use. Prop tables will not be provided.

Please do not bring food or drink other than water into the backstage/stage areas. No live flame, glitter, confetti, shaving cream, hay or items that leave similar messes, or sticky substances (like fake blood), etc. may be on the stage. No fog, haze, smoking, or vaping is allowed. If anything is spilled or broken, it must be cleaned up before time is stopped for your show. With this in mind, please limit glass onstage. If anyone is barefoot onstage, someone must be assigned to sweep the stage before the performance and slippers should be provided for the actor offstage.

Please remind your students that we are guests in this space and to treat it as such. It will make all our experiences better if you will ensure students understand all parts of theatre etiquette (no food/drink in theatre, no cellphone use or talking during shows, etc.) and that no trash or personal items are left behind.

Load In



We will be running on a very tight schedule for Load Ins and One Acts, so we will need to get each group in and out of the space as efficiently as possible. The blue arrow is the loading dock. The festival stage manager will meet your crew at the dock at the beginning of your tech time. The dock opening is 14'-3" w x 12' h, and 2'-6" off the ground. Be aware, the loading dock space is very difficult to negotiate for anything larger than a pickup truck and slopes diagonally (southwest) away from the dock. Please move vehicles immediately after unloading. The red arrow shows where buses will park. From the loading dock, the house staff will help

direct students to other areas of the theatre, including the booth, dressing rooms, storage areas, etc. Teachers and other adult chaperones may help with the load-in as needed but should stay out of the way during the student driven tech time.

Tech Time

Each school will be given a 45 minute time slot to load in and spike their set, program their light cues, set their volumes for sound, and return their set and props to the assigned area. Costume and Makeup leads will tour backstage to ensure they understand where they are going on performance day. Schools may use the rest of time as they feel is needed to best prepare for the One Act Performance. Most schools will not have time to run the entire show. Some schools will bring their entire cast and crew, some will send only their tech crew. This is a school choice. Groups should plan out and rehearse tech time, so it is known what works best for your school. Please bring your own spike tape, making sure it is not duct tape or masking tape.

Teachers may be backstage during the tech time but should limit their involvement in the process. It is expected that teachers may be asked occasional questions, "Does this look good? Is this loud enough?" but should not take over the stage manager's job. Stage managers are in charge of the tech time and should be directing traffic, keeping track of time, and working with technicians in the booth. Stage management, set/props crew are being adjudicated at this time, however, they may all ask questions as needed from the backstage judges. Sound and Light Ops are also welcome to ask as many questions as they would like in order to feel confident about running their shows. Tech personnel and judges are there to enhance the educational experience and can answer questions and demonstrate equipment usage during this time but cannot make design/creative choices for your students. Example: We can explain how to bring up a side light and how to save it but can't decide that green is the best color to use or help determine that side light is better than top light for this look.

Scenery/Stock Furniture

The following furniture will be available to reserve for your shows.

- Table- Approx. 2'6" x 6'
- Black stacking chairs
- Rehearsal cubes (16" x 16")
- Benches (4'9" x 10'6")
- Brown couch (68" x 30")
- Additional items may be requested but are not guaranteed to be available.

If you need any of these items, please let me know at least 1 week before festival.

THE BOX

All set pieces and props that are used in the one acts must fit in an 7'x8' taped square. Squares will be assigned to schools during tech time. If set pieces must be struck or moved during the festival, we will assign a time for this to be accomplished. Load out will also be scheduled.

The box is only accessible during load in, your show, and load outs. Do not put anything in the box that is needed during on-deck time and do not expect to add things at other times.

Students may access the box once their 35 minute show time begins. A student may be assigned to open the midstage traveler or students may move around the curtain to set the stage, depending on your preference. Please do not plan to open the midstage curtain mid-show. If it is opened, the sets and backstage lighting will be seen by the audience. Midstage curtains should only be opened using the ropes, not pulled open by actors.

Reminder, after the run of your show, time does not stop until all set pieces and props are returned to the box, the stage is clear (including clean up if necessary) and the stage manager informs the adjudicator that they are done. To dispel a few BOX Myths- It is not required that any other signal or action takes place to end time. People don't go in the box at the end of the show, only your stuff. Actors do not need to either surround or avoid the box at the end of the show. In addition, set pieces may touch each other and may be stacked if it is done safely (8 feet of vertical tetris-ing is not the safest option.) Set pieces that are determined to be unsafe will be banned from the stage. Please ask if you have additional questions.

Lighting/Sound

The sound/light booth is only accessible by a short run of stairs or by elevator. Please let us know if the elevator is needed for any of your students. Sound and lights are run out of adjoining booths. It is possible, though certainly not ideal, for one person to run both light and sound. It is recommended that separate light and sound ops are available.

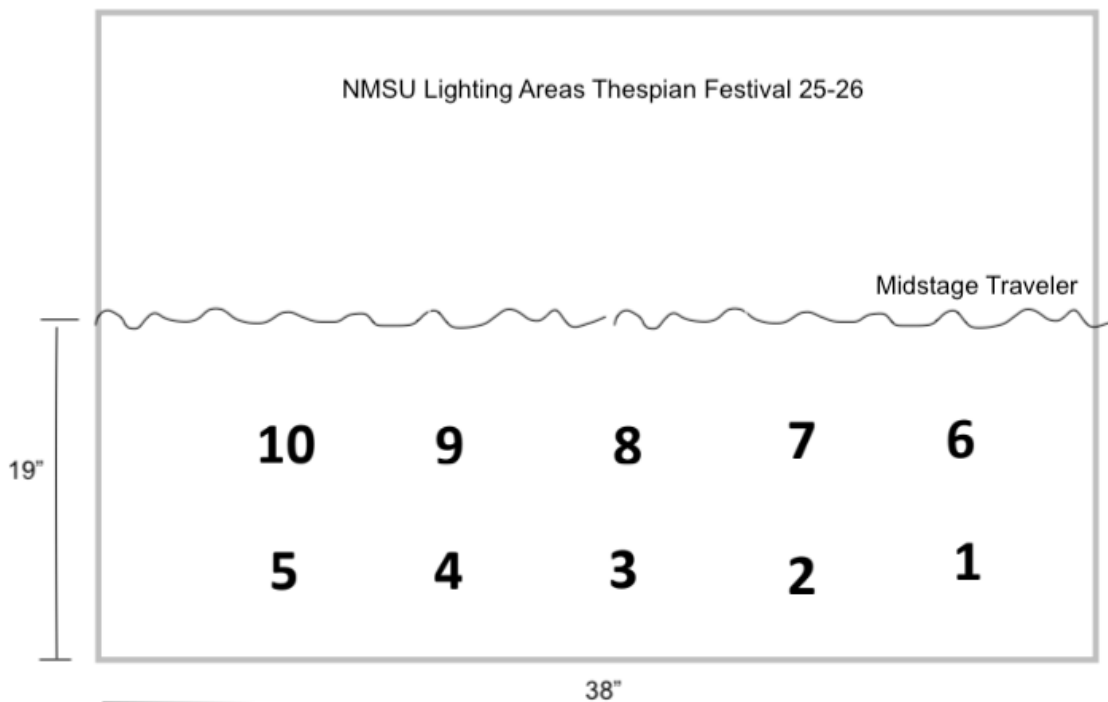
The light board is a ETC Gio. Students who have run an Ion or Element will feel a familiarity with the system. A light plot and magic sheet are below. Subs will be set up with warm and cool front lights, side lights in 3 color choices, and top lights in 3 color choices to help speed up programming, however you may also program using individual lights. House lights and work lights are on subs as well. Moving lights will not be available. You may choose color on top lights and side lights. All cues need to be programmed. Please plan your time accordingly. A technician will be available to help with this. ETC does an excellent series of training videos if you would like more information.

The house console is a Midas M32. A 3.5mm (aux cord) will be available for use with the sound playback. Running sound effects off a computer is highly preferred. Several programs are available to run sound, including QLab for a Mac or Go Button for Ipad. Avoid phones except as a backup.

Students will be supervised in the booth at all times and may ask for help with any elements of setting up light/sound. The technician will not be able to make design decisions for students, but will be able to help with using the equipment to get the desired looks/sounds. During the show, students should troubleshoot any issues, but should ask for help if there is a problem that they cannot solve. If any of the information is confusing to you or your students, I can help to walk you through it before the festival. A zoom meeting may be scheduled depending on the needs of the schools.

[Magic Sheet Link](#)

[Light Plot Link](#)



Intercom headsets will be provided at the light and sound op stations as well as at the stage manager's station on deck.

On Deck Time

Students are expected to prepare for One Acts during their On Deck time immediately before the One Act. Please do not send actors in costumes or with hair and makeup completed prior to On Deck time. The makeup/dressing room has 2 attached bathrooms for privacy/changing areas. The rooms are relatively small and should be used only for changing in and out of costumes. Most prep should take place in the makeup/dressing room. Students are adjudicated for costumes/hair/makeup execution in this area. All items will be cleared before students go onstage. There will be a small area designated as storage if needed while students are onstage. Students will not be allowed to get items from the onstage box while other students are performing.

On show day, there will be a storage area set up for costumes/makeup. Please drop off costumes/makeup in the storage area in the morning before activities begin or at lunch. Costume/Makeup Leads will receive a backstage tour during tech time to make sure they know where to drop off costumes, where to meet for their on-deck time day of show, where they will leave costumes/makeup during the show, how to get to the stage, and where to go after their performance.

Please review the packet thoroughly with your students to ensure that they have the information that they will need. If you have any further questions, please contact me at melissacmunoz@hotmail.com or 575-644-5008.