

# Production Information 2024

## North-Central ACDA Conference

2024 North-Central Conference Theater & Technical Information  
Prepared by Stephen Schroeder– Production/Technical/Lighting Director  
Email: schroe12@stolaf.edu  
Phone: (507)786-3892

We look forward to your visit to our campus. Our technical and design team is in the process of preparing for an outstanding week of rehearsals and performances. We have designed a number of documents to help us organize your technical needs. Please download all of the information and share it with members of your technical team. If you have any questions please contact me using the information above. Our goal is to ensure that you have a safe and enjoyable experience at the conference. We request your help in making the tech experience run smoothly by meeting all posted deadlines. Thank you!

## Tech Information for Adjudication and Gala

The Adjudication and the Gala Concerts will be held in Kelsey Theater in the Theater Building on campus. Kelsey Theater is a 320 seat proscenium theater with a performance area of 34' x 26'. The Theater Building was originally the gymnasium constructed in 1920 and converted to the theater building in the 1970's. Warm up space is in the old pool, the stage is the northwest basket and accessible access gets a backstage tour. The converted space has its quirks but is intimate, warm, and welcoming. For your safety and to prevent costly damage to theater equipment, please rehearse using the stage dimensions prior to arriving at the conference.

### **Spacing/Technical Rehearsals:**

A spacing/technical rehearsal for all participants in the Adjudication Concerts will be scheduled between:

- 12:30-5pm for Adjudication Concert #1
- 9am-12pm for Adjudication Concert #2
- 3:30-5pm and 6-7:30pm for Adjudication Concert #3
- 8:30am-1pm for Adjudication Concert #4
- 8:30am-1pm for the Gala Concert

Each dance will be given 20 minutes onstage to set an audio level, adjust the light cue levels previously programmed, and to space and run the dance. The schedule is very tight and will be strictly followed.

All dances will be given the same amount of time for technical rehearsals. Schools are expected to arrive 30 minutes prior to their scheduled time to receive instruction about how the rehearsal will proceed as well as other pertinent information particular to the Host Institution. Schools that miss their technical rehearsal must contact the Conference Coordinator immediately; the Conference Coordinator will contact the Executive Committee representative. Tech directors and their crews do not have the authority or obligation to reschedule technical rehearsals. The Conference Coordinator and Technical Director are under no obligation to provide an alternate technical rehearsal or performance time to accommodate Institutions that miss their scheduled technical rehearsal. Schools that miss their technical rehearsal should expect only lights up and lights down cues for their performance, or their previously loaded cues if they were sent in advance.

**Stage Manager/Technician:**

Each participating college/university must provide a person who will be responsible for all technical elements and for calling all cues for each dance in rehearsals and performances for the Adjudication and Gala concerts. Cues will be called from the control booth in the back of the house. Dances with props and scenery may require a stage technician and a stage manager.

**General Policies & House Rules:**

Food/Drink - Food and drink (except water) are not allowed inside the dressing rooms, on the stage, or inside the auditorium. Food and drink are allowed inside the Green Room or outside the building ONLY.

Smoking – Smoking is not permitted on the St Olaf Campus

Flammable Material – No flammable material such as bunting tissue paper, crepe paper cardboard, etc. will be permitted to be used for decorations. All materials used for decorative purposes must be treated with flame proofing and approved. Pyrotechnics or fire usage (including candles and incense) will not be permitted.

Aisle Lights – For safety reasons, the aisle lights in the auditorium must remain on at all times during all rehearsals and performances.

Standing Room Only (SRO) – Standing room does not exist within the auditorium. No one is permitted to stand or sit in the aisles so as to impede evacuation or the smooth flow of patrons entering or exiting the auditorium.

Performers' Entrance – All performers and event personnel must enter the facility through the door marked "Stage Door" located towards the back of the building on the southwest side of the building.

Security – Do not leave valuables unattended at any time in the dressing rooms, Green Room, backstage area, or auditorium. St Olaf College will accept no liability for lost or stolen items.

Scenery and/or props—The institution and its Stage Manager/Designer bringing scenery and/or props are completely liable and responsible for damages to personnel, space, or equipment that might be caused by the scenery or props. The Conference Production Stage Manager may refuse the installation or use of any scenery or props that s/he considers to be unsafe. Nothing may be nailed or screwed into the stage floor or wings.

Personal Conduct – Be on time. Be responsible for your personal and collective belongings. There will be many people moving to various areas of the campus in short periods of time. Be respectful to all whom you encounter.

### **Stage Specifications:**

Performance area dimensions: 34'-0" wide x 26'-0" deep x 16'-0" high

**Wings:** five per side, approximately 5'-0" deep

**Crossover** space is available upstage of the white cyclorama or through the scene shop. If using the white cyclorama it is recommended to crossover in the scene shop. If using the full stage black traveler, crossover behind the cyclorama is possible.

**Main Drapes:** Dark Maroon, manual fly operation. (Main Curtain will be used between each dance)

**Dance floor surface:** Black Harlequin dance floor on top of a sub-floor and tongue and groove flooring

Please note: No rosin, talcum powder, glycerin, lotions, or other similar substances may be used. Shoes that could potentially damage the dance floor surface, such as hard-soled shoes, painted shoes, or jazz tennis shoes, may not be worn. Tap shoes may be worn as long as the screws are tightened.

Dancers should rehearse within the stage dimensions prior to the conference to avoid dancer injury and damage to theater property.

### **Rigging and Flying:**

There are no resources for flying scenery.

Anyone with specific rigging needs, or any other special needs, should contact Stephen Schroeder, schroe12@stolaf.edu, as soon as possible and no later than January 31st, 2024 to discuss what can be accommodated.

**Soft Goods:** ([Pictures of possibilities](#))

The legs and borders are black velour.

The cyclorama is furthest upstage just upstage of the lit performance area.

There is an upstage traveler directly in front of the cyclorama.

As a preset, softgoods can be in or flown out. If soft goods are out, elements of the backstage area will be seen by the audience. There are no extra lights to light areas exposed by the removal of soft goods.

Except for the main curtain, there will be no flying of soft goods during a piece.

**Background options:**

White cyclorama

Black velour traveler curtain

Exposed backstage Brick wall

**Wing Options:**

All in

All out

**Lighting:**

Maximum number of cues, including opening and closing cues: 10

Control Board: E.T.C. Ion Console running 2.9.x

A Ground Plan is available for download on the DEADLINES/FORMS page. A complete dance light plot will be utilized comprised of low, medium, and high sidelight; backlight; diagonal backlight; front light; down light “pools”; and cyclorama color washes. The light plot is available for download on the DEADLINES/FORMS page. LED selectable color changes are available in the High Sides, Tops and Backs. Gelled color changes will be possible in the low (“shins”), mid (“waists”), and medium (“heads”) sidelight. Schools must provide all gel for these changes. These materials should be presented when a school registers.

**Audio:**

The house speaker system consists of 4 channel control (left, right, center, subwoofer) and two onstage monitors. Playback will be digital through Qlab 5.

When preparing files, please save as uncompressed .wav or .aiff with the following file name:

- *"Name of School\_Adjudication [piece number]\_Dance Title\_Audio\_Track [number] of [number of total tracks in piece]"*
- Example: *St Olaf College\_Adjudication #1\_Audio\_This is how we do it\_Track 1 of 4*

### **Projection:**

Projection is from the control room at the back of the house and will be cast onto the cyclorama. A brief and initial projection check will take place on the first day of the conference during dry tech time. Any use of projection must be accomplished within the technical time slot assigned to the dance. All video will be played through Qlab. Video and sound can be in the same file or separate files.

For video files only, please share as:

- *"Name of School\_Adjudication [piece number]\_Dance Title\_Video\_File [number] of [number of total files in piece]"*
- Example: *St Olaf College\_Adjudication #1\_This is how we do it\_Video\_File 1 of 1*

If the file contains both video and audio, please save as:

- *"Name of School\_Adjudication [piece number]\_Dance Title\_AV\_Track [number] of [number of total tracks in piece]"*
- Example: *St Olaf College\_Adjudication #1\_This is how we do it\_AV\_Track 1 of 1*

### **Scenery /Props:**

All props and scenic elements are the responsibility of the person acting as the stage manager/technician for each school. Schools must indicate in online registration the nature of the props/scenery. The Conference Production Stage Manager may refuse the installation or use of any scenery or props that s/he considers to be unsafe or potentially damaging to the theater.

Due to the limited amount of technical rehearsal time available and limited available battens, rigging and flying of scenery will not be permitted. Please note that all scenery must be freestanding and that no equipment will be allowed that could possibly damage the dance floor.

### **Dry Tech:**

A dry tech will be scheduled Saturday March 23, 2024 10-11:30am for checking projections and other special needs. No dancers may be on stage, and no lights other than those used as props will be hung or focused during this time.

**Dressing Rooms:**

There are 2 dressing rooms, one makeup room, and the Green Room available for changing and performance preparation. Dressing rooms will be assigned for all technical rehearsals and performances for the Adjudication and Gala Concerts.

The dressing rooms are reachable both stage right and stage left and are below the stage and audience seating.

With the large number of participants, it is recommended that you do not leave valuable items unattended

**Questions, Concerns, Special considerations:**

Send or call with questions or problems concerning tech information, set and prop viability to the email address or at the numbers listed above. Please weigh your requests for special consideration carefully, as each request for exceptions to the rules will have to be considered in light of its effect on all of the participating productions. With these considerations in mind, we hope to have an exciting and productive conference.

## Tech Information for Informal Sharing

**Performance Space:** Wagner-Bundgaard Dance Studio- convertible studio  
Informal Sharings will be held in the Wagner Bundgaard Dance Studio in the Center for Art and Dance. The studio is a convertible studio and performance space with a performance area of 32'x26'. The informal sharings will be a low tech affair. Lights will be the studio lights, no blackouts or lighting changes, and audio playback will be from the floor of the studio.

**Performance area dimensions:** 34'-0" wide x 26'-0" deep x 14'-0" high

**Wings:** five per side, approximately 5'-0" deep

**Crossover space is available** out a studio door, through adjacent studio and in through another studio door

**Background options:** Black velour traveler curtain

**Dance floor surface:** Sprung hardwood floor

Please note: No rosin, talcum powder, glycerin, lotions, or other similar substances may be used. Shoes that could potentially damage the dance floor surface, such as hard-soled shoes, painted shoes, or jazz tennis shoes, may not be worn. Ballet shoes, socks and jazz shoes will be slippery on this surface. If intending to send a tap piece, please contact TD- Stephen Schroeder to discuss the possibilities.

Dancers should rehearse within the stage dimensions prior to the conference to avoid dancer injury and damage to studio property.

**Rigging and Flying:** N/A

**Soft Goods:** The legs, borders and traveler are black velour.

**Spacing/Technical Rehearsals:**

Since the studio doubles as a class location, dedicated spacing time will not be available. Please rehearse with the performance area dimensions to ensure proper spatial preparation.

**Stage Manager/Technician:**

Each participating college/university must provide a person who will be responsible for calling the sound cues for the piece and, if needed, an assistant to set props or scenery.

**General Policies & House Rules:**

Food/Drink - Food and drink (except water) are not allowed inside the dressing rooms, on the stage, or inside the auditorium. Food and drink are allowed inside the Green Room or outside the building ONLY.

Smoking – Smoking is not permitted on the St Olaf Campus

Flammable Material – No flammable material such as bunting tissue paper, crepe paper cardboard, etc. will be permitted to be used for decorations. All materials used for decorative purposes must be treated with flame proofing and approved. Pyrotechnics or fire usage (including candles and incense) will not be permitted.

Standing Room Only (SRO) – Standing room does not exist within the studio. No one is permitted to stand or sit in the aisles so as to impede evacuation or the smooth flow of patrons entering or exiting the auditorium.

Security – Do not leave valuables unattended at any time in the dressing rooms, Green Room, backstage area, or auditorium. St Olaf College will accept no liability for lost or stolen items.

Scenery and/or props—The institution and its Stage Manager/Designer bringing scenery and/or props are completely liable and responsible for damages to personnel, space, or equipment that might be caused by the scenery or props. The Conference Production Stage Manager may refuse the installation or use of any scenery or props that s/he considers to be unsafe. Nothing may be nailed or screwed into the stage floor or wings.

Personal Conduct – Be on time. Be responsible for your personal and collective belongings. There will be many people moving to various areas of the campus in short periods of time. Be respectful to all whom you encounter.

**Lighting:**

No lighting changes, space will be lit with the fluorescent architectural lighting in the studio.

**Audio:**

Playback will be digital through Qlab 5.

When preparing files, please save as uncompressed .wav or .aiff with the following file name:

- *"Name of School\_Informal\_Dance Title\_Audio\_Track [number] of [number of total tracks in piece]"*
- Example: *St Olaf College\_Informal\_Audio\_Up on a Hill\_Track 1 of 1*

**Projection:**

No projection is available



**Scenery /Props:**

All props and scenic elements are the responsibility of the person acting as the stage manager/technician for each school. Schools must indicate in online registration the nature of the props/scenery. The Conference Production Stage Manager may refuse the installation or use of any scenery or props that s/he considers to be unsafe or potentially damaging to the theater.

**Dressing Rooms:**

There are 2 dressing rooms, and 2 dance studios available for changing and performance preparation.

With the large number of participants, it is recommended that you do not leave valuable items unattended

**Questions, Concerns, and Special Considerations:**

Send or call with questions or problems concerning tech information, scenery, set and prop viability to the email address or at the numbers listed above. Please weigh your requests for special consideration carefully, as each request for exceptions to the rules will have to be considered in light of its effect on all of the participating productions. With these considerations in mind, we hope to have an exciting and productive conference.

## Required Tech Forms

Each participating school is responsible for submitting required technical information. Schools that do not submit the required technical information OR contact the host school's TD by the posted deadline are not guaranteed that all lighting cues will be ready by the attending school's designated technical rehearsal. Attending schools in this situation can opt to select a general warm or cool look or, provided the TD has been contacted and approves, use their technical rehearsal to develop additional cues. In this case, attending schools may not have time to run their dances fully.

### Informational Pages:

Ground Plan, Light Plot, Magic Sheet

### Required Files and Forms:

- **Due January 12th, 2024**
  - [Online Production Questionnaire and Waiver](#) - One Submission for each Adjudication Concert and Informal Sharing piece being sent
- **Due February 7th, 2024**
  - For both Adjudication and Informal
    - [Online All Audio, Video and Stage Manager Information in on place form](#)
  - Adjudication Pieces
    - [Audio Details Sheet](#) (If cannot fill out all information form)
    - [Stage Manager Sheet](#) (If cannot fill out all information form)
    - [Light Cue Tracking Sheets](#)
    - [ETC Showfile](#)
    - Audio and Media Files
  - Informal Piece
    - [Audio Details Sheet](#) (If cannot fill out all information form)
    - [Stage Manager Sheet](#) (If cannot fill out all information form)
    - Audio Files
  - Screendance
    - Video Files

Please upload all information and files to your institution's folder within this Google Drive Folder- [North Central 2024 ACDA Forms and Files](#)

## Tech forms and Files Descriptions:

**Online ACDA Production Questionnaire and Waiver:** This form will assist conference participants in identifying elements of their dance that our production manager may need to consider. Timely completion of the Google Form may also identify elements that cannot be safely accommodated and allow the school time to modify the dance or select a different one. Tech information will be gathered in online registration as well.

### **Adjudication Lighting:**

**ETC Ion Showfile:** Please download the esf show file and enter your desired cues including level and color for each cue and then save as indicated below.

**Lighting Cue Tracking Sheet:** Please fill out the Tracking Sheets with your best approximation of the cues you want (with levels in the boxes under the channel #'s). Write all channel levels in every cue – if a channel goes out, write a “0”. Number your cues “Q #” area. Complete instructions are on the first tab of the spreadsheet. Please adhere to the stated limit for cues for adjudication.

**Groundplan:** (Reference only) The theater space with dimensions.

**Light Plot:** (Reference only) Light plot will consist of the following: 5 Side light booms per side- Shins, mids, heads- color change via deck hands; High Sides- S4WRD color 50o and 36o; Top Wash- S4 Lustr S2 50o; Back Diagonal from each side- SWRD color Pars; Front Light- Cool or Warm Incandescent; High Side Pattern- no color incandescent; Cyclorama- Colorsource Cyc, top and ground rows; Top Specials- 9 total S4 36o Incandescent, no color

**Magic Sheet:** (Reference only) The Magic Sheet is a simple graphic representation of the light plot, with the numbers showing where a specific channel within a wash hits the stage (or originates, in the case of the side lights). Each box represents the stage as viewed from the house, with the bottom of the box being downstage. The numbers next to the wash name represent its color: L = Lee Filters color and R = Roscolux color. N/C means No Color and C/C means Color Change – all schools must bring their own unframed color for the heads, mids, and shins (color frame size is 6.25” x 6.25”).

### **Audio Details, Stage Manager Information, Video Details (Both Adjudication and Informal):**

**Online Audio and Video Details, Stage Manager Information all in one place form:**

Please fill out the singular Google Form that contains all of the required information for both the Adjudication Concerts and Informal Sharing . If you are unable to complete the form, please fill out an individual Audio Details Sheet and Stage Manager sheet for each piece you are bringing. If you are unable to fill out the form please complete one of the following for each piece being presented:

**If needed:**

**Audio Details:** Detailed information about any and all sound elements. Save as:  
Adjudication:

**Stage Manager Information:** On the Stage Manager Cue Sheet, fill out all information as needed for either the Informal Sharing or the Adjudication Concerts. Including where applicable your color needs, any props or special needs and chosen background and wing position. Filling in when cues are called is optional, but helpful.

## File names for media and tech information:

### Adjudication Pieces:

#### ETC Ion Show file:

- *Name of School\_Adjudication [piece number]\_Dance Title\_ETCSF*
- Example: *St Olaf College\_Adjudication #1\_This is how we do it\_ETCSF*

#### Light Cue Tracking Sheets

- *Name of School\_Adjudication [piece number]\_Dance Title\_LQT*
- Example: *St Olaf College\_Adjudication #2\_Oleville\_LQT*

#### Audio Files

- *"Name of School\_Adjudication [piece number]\_Dance Title\_Audio\_Track [number] of [number of total tracks in piece]"*
- Example: *St Olaf College\_Adjudication #1\_Audio\_This is how we do it\_Track 1 of 4*

#### Video Files

For video files only, please share as:

- *"Name of School\_Adjudication [piece number]\_Dance Title\_Video\_File [number] of [number of total files in piece]"*
- Example: *St Olaf College\_Adjudication #1\_This is how we do it\_Video\_File 1 of 1*

If the file contains both video and audio, please save as:

- *"Name of School\_Adjudication [piece number]\_Dance Title\_AV\_Track [number] of [number of total tracks in piece]"*
- Example: *St Olaf College\_Adjudication #1\_This is how we do it\_AV\_Track 1 of 1*

#### Stage Manager Sheet (if cannot fill out all info form)

- *Name of School\_Adjudication [piece number]\_Dance Title\_SM*
- Example: *St Olaf College\_Adjudication #2\_Oleville\_SM*

#### Audio Details Sheet (if cannot fill out all info form)

- *"Name of School\_Adjudication [piece number]\_Dance Title\_AD*
- Example: *St Olaf College\_Adjudication #1\_Audio\_This is how we do it\_AD*

## Informal Sharing Piece

### Audio Files

- *Name of School\_Informal\_Dance Title\_Audio\_Track [number] of [number of total tracks in piece]*
- Example: *St Olaf College\_Informal\_Audio\_Up on a Hill\_Track 1 of 1*

### Audio Details Sheet (if cannot fill out all info form)

- *"Name of School\_Informal\_Dance Title\_Audio\_AD"*
- Example: *St Olaf College\_Informal\_Audio\_Up on a Hill\_AD*

### Stage Manager Sheet (if cannot fill out all info form)

- *Name of School\_Informal\_Dance Title\_SM*
- Example: *St Olaf College\_Informal\_Up on a Hill\_SM*

## Screendance

### High Res Video files- 1080p HD or 2160p 4k

- *"Name of School\_Screendance [piece number]\_Dance Title"*
- Example: *St Olaf College\_Screendance #1\_The Leaves are Changing*