

How to Prepare for a Fringe Technical Rehearsal

CHECK OUT THIS HELPFUL PAGE: <http://www.winnipegfringe.com/Fringe-Performer-Info.aspx#Technical>
Here you'll find information about your venue's floor plan, technical equipment supplied and other important information

CHECK IN WITH PERFORMER SERVICES BEFORE YOUR TECH REHEARSAL

You will receive the Performer Cards for your group. They will need these to gain access to your Venue.

MASKS

The Fringe is a mask friendly festival. You may choose to bring masks if you wish, but wearing one is not mandatory

BEFORE YOUR TECHNICAL REHEARSAL

- CHECK IN WITH PERFORMERS SERVICES – as per the notes above
- **REHEARSE YOUR SETUP AND STRIKE**, in addition to your performance. Each person in the company should have a task – or tasks – to complete as part of their pre/post show duties.
- **HAVE ANY SUSPENDED OR HANGING SCENERY PLANNED OUT.** This will include correct hardware, suspension materials (fishing line, wire rope, eye hooks, shackles, etc) and crew to assist in the initial installation. Ensure you have advised the Fringe technical department well in advance. It is not possible to hang things in all venues, so please check online for venue information, or with the Fringe Technical Department about specific information for your venue. (production@winnipegfringe.com-- remember to state your company name!)
- **REMEMBER** We do not provide anything more than what is listed online in the Technical Information for your Venue. If you need something else, you will need to bring it.

THE DAY OF YOUR TECHNICAL REHEARSAL

- **MEET YOUR VENUE TECHNICIAN AT THE LOADING ENTRANCE**, which is described in the Tech Specs found on the Fringe Performer Info Link at the top of this document
- **5 minutes early = "On Time" for everything:** Your time is limited. You must make the most of every second. Everyone in your company should be ready to go as soon as the doors are open to you.
 - You cannot get into your venue earlier than the scheduled time.
- **Your technical rehearsal time includes:** load in, set up, lighting levels, sound levels, and cue-to-cue/tech rehearsal and strike.
 - The more detail that can be thought out during the rehearsal period, the better. It's critical to make clear, thoughtful, and timely decisions. ***Should you not complete your technical rehearsal to the satisfaction of the Venue Technicians or the Production Manager***, one of two things may happen: extra technical time may - or may not - be available at an additional cost to you; the Fringe reserves the right to cancel your first performance(s) and use that time to complete your technical rehearsal.
- **ALL OF YOUR COMPANY CREW AND TECHNICAL STAFF ARE REQUIRED TO BE AT THE TECHNICAL REHEARSAL.** It is strongly recommended that each company provide a stage manager who can be at each performance. Their duties will include everything normally required of a professional stage manager, plus other duties assigned by the venue technician that will help facilitate the smooth operation of the load-in, show, and load-out. (Refer to Stage Management tips in Performer ToolKit)

- **YOUR TECHNICIAN IS THERE TO HELP** you fully realize your vision and they have the full support of the Fringe Production and Administrative staff. Their primary focus during each set up is lighting and sound. You must teach them your show (see #7, below). Please don't count on them to help move sets and props.
- **Keep in mind the amount of time you have.** Fifteen minutes prior to the end of your scheduled time you will stop what you are doing and strike: place your sets, props and costumes in storage. Your technician will show you where that space is. This area is shared with all the companies is your venue.

IMPORTANT THINGS TO REMEMBER:

- 1) If there is no stage manager from the company to call the show, have the most recent draft of the script available for the venue technician in a form that leaves room for lots of notes. We suggest that the script be in a binder with the words on the left side page and the right side blank for notes. (Sample images of this can be found on the Performer ToolKit page under Stage Management Documents.) Have all lighting cues marked in the script at the exact point where the cue is to occur. Also include fade up and fade down times.
- 2) The same procedure mentioned in #1 should apply for all sound cues. QLab is the standard for sound cue playback. If possible, it's best to have a QLab file built for your show in advance of your Tech Rehearsal. Please bring your QLab file and sound files on a USB stick and be sure that the file names make sense. Please have lighting and sound cues marked in the same script, except in Venue 1, where there are 2 technicians and therefore, 2 scripts are required: one for lighting and the other for sound. You are welcome to bring your own computer and hook it into our sound system for your sound or video files. (Bring your own cables AND Adapters!)
- 3) Bring a crew to assist in the load in of set, properties and costumes. This allows the director, lighting designer and stage manager to meet immediately with the technician and begin the process of setting lighting and sound cues. Groups will be assigned a colour of spike tape when placing props on stage
- 4) Once the set and properties are in position on stage, set the lighting and sound levels. As there is very limited time for experimentation, you should have a very clear idea of what the show should look and sound like. If possible, bring a cue synopsis with a brief description of how each cue should look and what area should be lit.
- 5) While levels are being set make sure that the actors are spending their time figuring out potential staging problems. These problems should be minimal if you have been working with the stage dimensions while in rehearsal. Please try to have the actors work in a quiet and efficient manner so that the technical team can concentrate on their job.
- 6) **Remember that the focus of this rehearsal is technical, not acting or directing.** Allow time to do a cue-to-cue or *technical* run-through of the entire show. This will help to solidify all the timing and levels that have been set. This will also help the actors and technicians feel more confident with their environment. This is your technician's opportunity to see the show and learn how it should run. Everything that you have learned in all the weeks of rehearsal you've completed to this point must now be learned by your technician in these few hours. It is also the only opportunity that your actors have to learn the *technical* things that *they* have to do!
- 7) Please feel free to address any technical or production related questions to the Production Consultant. We ask, however that you first consult the web site, as you will find that many of your questions will be answered there.
<http://www.winnipegfringe.com/Fringe-Performer-Info.aspx>

REMEMBER, HAVE LOADS OF *FUN*... It's summer and this is the Fringe!

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