



**MARYLAND COMMUNITY THEATER FESTIVAL ASSOCIATION, INC.**

c/o Cindy Johnson  
P.O. Box 1473  
La Plata, Maryland 20646-1473  
[www.mctfa.org](http://www.mctfa.org)

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October 2008

Dear Participant:

Attached is the technical section that must be completed and returned no later than December 15, 2008. (Note: this form is available in electronic format. Please visit our website at [www.mctfa.org](http://www.mctfa.org) for a complete set of forms). These "Q" sheets are important because they will assist the Festival Stage Manager and Technical Director and the Festival Coordinator from Frederick Cultural Arts Center to be ready for your assigned rehearsal time slot.

The technical rehearsal time is your own and you may use it in whatever manner you choose because you are the boss. Technical staff will be available during your rehearsal time slot, to help you achieve the best results.

It is suggested that you use colors in your lighting design to isolate areas. The Festival Stage Manager requests that you show the approximate placement of furniture pieces and set pieces on the floor plan to indicate where "specials" will be. The MCTFA Stage Manager reminds you to be careful with your sound, because when you tech-in with an empty house the sound may distort when the house is full.

Be on time for your appointed slot. You forfeit every minute you are late. Your rehearsal must end at the scheduled time so the next one may begin. The Festival Stage Manager will keep you informed as to how much time remains in your assigned slot while your rehearsal progresses. We advise you to unload your furniture and set it as quickly as possible to allow the Festival Stage Manager to work with the director and set designer, to "spike" the floor. Your lighting designer can work with the Port Tobacco Players technical staff to set levels and then to perform a regular Q to Q with your actors. The Q to Q gives the actors an opportunity to move around and become used to the space. Remember, you are only allowed 80 minutes to unload, rehearse and store your sets - make the most of this valuable time.

We look forward to working with you in 2009.

Visit our website for complete festival details and forms: [www.mctfa.org](http://www.mctfa.org)

Sincerely,

The Board of Directors, MCTFA

Cindy Johnson  
Festival Chair

**2009 MARYLAND COMMUNITY THEATER FESTIVAL**

**TECHNICAL SECTION**

GROUP NAME \_\_\_\_\_

SHOW TITLE \_\_\_\_\_

**STAGE MANAGER'S QUESTIONNAIRE:**

1. On the stage sketch attached, please provide a drawing of the set, including dimensions of set pieces, walls, etc.
2. Please indicate on the stage sketch where you plan to focus any lighting specials you plan to use.
  - A. Number of lighting specials (3) maximum \_\_\_\_\_
3. Please complete the attached cue sheet including all lighting **and** sound cues.
4. Sound requirements:
  - A. Recorded sound cues? YES \_\_ NO \_\_  
If yes, what medium (s) is used? \_\_\_\_\_
  - B. Live sound cues? YES \_\_ NO \_\_  
If yes, from where? \_\_\_\_\_  
Is a microphone required? \_\_\_\_\_
5. Number of performers \_\_\_\_\_
6. Number of running crew \_\_\_\_\_
7. Who will be calling the show? \_\_\_\_\_
  - A. From what location? \_\_\_\_\_
8. Curtains:
  - A. Act curtain will start OPEN \_\_ CLOSED \_\_ (NOT AVAILABLE 2007)
  - B. The show will be using WHITE CYC \_\_ BLACK TRAVELER \_\_
  - C. If needed, who will run your curtains? \_\_\_\_\_
9. This space is reserved for you to provide additional information you think we should have in advance of your technical rehearsal.

\_\_\_\_\_  
\_\_\_\_\_

**THIS SECTION MUST BE RETURNED BY DECEMBER 15, 2008**  
MCTFA c/o Cindy Johnson, PO Box 1473, La Plata, Maryland 20646-1473  
Fax Number 301 870-8481  
e-mail [ginger1940s@comcast.net](mailto:ginger1940s@comcast.net) www.mctfa.org

<b>Light Cues</b>			
Q #	Page in Script	Indicate Desired Effect	Area of Punch or Special
1			
2			
3			
4			
5			
6			
7			
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11			
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14			
15			
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17			
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22			
23			
24			

<b>Sound Cues</b>			
Q #	Page in Script	Indicate Desired Effect	Area of Punch or Special
1			
2			
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4			
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8			
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10			
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