

Feats

BRUSSELS 2016

Thursday, 5 May - Sunday, 8 May

Technical Data Package

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1. Introduction

Welcome to FEATS 2016 and to the FEATS 2016 Technical Data Package.

Whether you are new to FEATS or an old hand, this data package aims to tell you all you need to know to organise your performance. Don't worry if you have never stage managed at FEATS before, the FEATS stage management team are there to help you put on your show.

Your points of contact for any questions or queries are the Festival Stage Managers, Andy Ing and Conrad Toft. Their contact details are listed below - and if they cannot answer your question, they hopefully know someone who can.

<p>Andy Ing +32 (0)478 318 354 sm@feats2016.theatreinbrussels.com 133 Chaussee de Charleroi Boite 32 1060 Brussels</p>	 <p>Feats BRUSSELS 2016 <small>Thursday, 5 May - Sunday, 8 May</small></p>
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<p>Conrad Toft +32 (0)484 799 534 sm@feats2016.theatreinbrussels.com Avenue Georges Henri 154 1200 Brussels</p>	 <p>Feats BRUSSELS 2016 <small>Thursday, 5 May - Sunday, 8 May</small></p>
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Please read this data package carefully and contact us if you have any questions. If you have any more detailed lighting or sound queries, you can contact the specific contact addresses detailed in those sections - but you can also send your queries to Andy or Conrad who will pass them on.

Please take note of the deadlines listed below and complete all your questionnaires in the [Feats Management System](#) (FMS).

All this documentation is available on the FEATS 2016 website, <http://feats2016.theatreinbrussels.com>, as well as further information when available such as on accommodation, tickets, etc.

We wish you every success in putting your production together and look forward to meeting you in Brussels in May.

GOOD LUCK!

The Festival Stage Management team

2. General Information

2.1 Dates & Venue

FEATS 2016 will be held at the Centre Culturel et de Congres de Woluwe-Saint-Pierre from Thursday, 5 May to Sunday, 8 May 2016. The hosts will be ECC Brussels.

The address of the theatre is:

Centre Culturel et de Congres de Woluwe-Saint-Pierre
Avenue Charles Thielemans, 93
1150 Bruxelles Belgium

Information and a virtual tour are available on the Centre Culturel website at:

<http://www.whalll.be/>

Look at the 'Auditorium' page to see the performing space.

This for guidance only: you must contact the FEATS organisers for any enquiries!

The theatre has a proscenium arch layout and seats 480 persons (with a balcony that can accommodate an additional 180, but for which tickets will not be sold). Plans showing the general layout of the complex and giving specific details of the entrance to the auditorium and scene dock are available on the above website. The main entrance is through the front of the building via the foyer and box office.

Scenery is brought in via the side access road at the rear and into the stage area via a lift as the stage lies below ground level. Parking for participants' scenery vans may be possible all day on the day of your play by the theatre's loading door. The scenery lift dimensions are: Height: 5m, Width: 2.50m, Depth: 2.80m.

2.2 Theatre visit

A theatre visit is arranged for Saturday, 20 February at 10:30 - 11:30. Please let the stage managers know if you would like to attend via email (<mailto:sm@feats2016.theatreinbrussels.com>).

If you are unable to attend on this date, you may contact us to see if another date can be arranged - but due to the programme scheduled at the theatre, there is no guarantee that this will be possible or that you would have access to the stage area and/or theatre technicians.

For directions to the theatre we recommend that you use Google Maps or similar ([theatre](#), [loading bay](#)) or consult the [map on the theatre web site](#).

2.3 Participating Groups

The groups invited to take part in FEATS 2016 are:

- [Actors Workout](#)
- [British American Theatrical Society](#)
- [The Bonn Players](#)
- [Brussels Shakespeare Society](#)
- [Geneva English Drama Society](#)
- [The Hamburg Players](#)
- [In Players International](#)
- [Irish Theatre Group](#)
- [Semi-Circle, Basel](#)
- [TAT Company, The Hague](#)
- [Theatre in English](#)
- [University Players Hamburg](#)

2.4 Performing Rights

The participating groups - you! - are responsible for obtaining the rights to perform your chosen play in this venue. If you have made any alterations to the script, you must make sure you have obtained the rights to perform the cut or amended version. If you are performing an unpublished original script, you still need the author's written permission for its performance. The tab on Confirmation of the rights in the Feats Management System must be completed by Thursday, 31 March 2016.

You must send two original copies of the script *as it is to be performed* (i.e. not photocopies unless it is an original script) to Janet Middleton, rue des Atrebatas 27, 1040 Brussels by Friday, 12 February 2016. In the case of an unpublished original script, the author must indicate that he/she has agreed to it being photocopied. In regard to this, please read rules 9, 10 and 12 of the competition rules.

2.5 Arranging the Programme

Our aim is to present a festival programme that is balanced in terms of both audience appeal and technical requirements. To do this, we need to know as much as possible about your play.

We hope to announce the running order on Monday, 21 March 2016. It will appear on the FEATS website at <http://feats2016.theatreinbrussels.com>

To make this possible, please complete the FMS tabs promptly, in particular the *Play and Performance* tab, which should be completed by Sunday, 7 February 2016.

Once the running order has been decided, it will not be changed.

2.6 Access & Security

Access to the backstage areas of the theatre will be restricted throughout the festival to people with badges for the day in question. Your cast and crew will be given their badges during the stage management, lighting & sound meeting on the day of your performance (see timetable in Annex 1).

By Monday, 25 April 2016 at the latest, you will need to complete the information in the FMS for the names of all the members of your team who will require badges: the director, the cast, the five person stage crew, lighting and sound persons, plus any other crew members assisting during the 2-hour rehearsal period, make-up, costumes, etc. Please note that:

- Only people wearing badges will be allowed backstage, including into the dressing rooms, and into the auditorium during your rehearsal period.
- Badges are only valid for the day of your group's performance.
- Badges will only be issued to people who have a bona fide reason for being backstage during the day of your performance.

Unfortunately, even with the badges, we still cannot guarantee complete security. It is therefore advisable not to leave anything valuable unattended in the dressing rooms at any time.

2.7 Theatre Personnel

A member of the permanent theatre crew will be in the building at all times. On all matters concerning the running of the theatre and operation of theatre equipment, their decision is final.

The FEATS 2016 Organising Committee will provide a Festival Stage Manager, lighting technician, sound technician and stage crew. They will assist you where necessary, operate theatre equipment on instructions from the groups and will also act as timekeepers. The Festival Stage Manager retains the final control of the running of all rehearsals and performances.

2.8 Insurance

All participants - cast and crew alike - take part in the festival at their own risk. The FEATS 2016 organisers can accept no responsibility for accident, injury or loss on the theatre premises or elsewhere. You are therefore strongly advised to take out insurance to cover loss, damage, injury and third-party liability for the duration of your stay in Brussels.

2.9 Deadlines

<i>Deadline</i>	<i>Task</i>
Sun 31 Jan 2016	Confirm access to tech pack
Sun 31 Jan 2016	Sign up for theatre tour (or let Andy know that nobody from your group will be joining the tour)
Sun 7 Feb 2016	Complete "Play and Performance" tab
Fri 12 Feb 2016	Two copies of the play script to be received by post
Sat 27 Feb 2016	Provide name and contact details of your Stage Manager.
Sun 13 Mar 2016	Complete "Stage and Set", "Lighting", "Sound", "Video and Projection", "Programme" tabs. Upload picture of stage layout for each scene Upload lighting plan(s)
Mon 21 Mar 2016	<i>Running Order will be announced</i>
Thu 24 Mar 2016	Upload programme photographs and logo
Thu 31 Mar 2016	Complete "Copyright" tab & upload a scanned copy of the confirmation of performing rights including cuts.
Sun 10 Apr 2016	Return programme proofs with corrections / updates
Sun 10 Apr 2016	Submit the final list of names & responsibilities of cast and crew for backstage badges. (or confirm that the details on the programme tab are still correct).
Thu 5 May 2016	Start of festival

3 Rules of Competition

The rules that appear below apply to your play and performance for FEATS 2016 in Brussels.

General

1. The ECC Brussels FEATS 2016 Organising Committee ('Organising Committee') has appointed a Festival Stage Manager whose decisions on backstage matters, including timing, are final and binding on all Participants. Authorised personnel from the theatre are entitled to intervene at any time, for whatever reason, in the interests of the physical safety of all persons within the building.
2. Each participating group ('Participant') will present:
 - A complete play, or
 - An extract from a play, provided that this extract is intelligible to any member of the audience who may not have seen or read the full play (note that written and/or spoken synopses are not permitted), or
 - Some other form of theatrical performance approved by the Organising Committee.
3. The language of the production must be English.
4. No group is permitted to submit more than one competing entry to the same FEATS.
5. No member of a participating group may be paid for taking part in FEATS.
6. Under no circumstances is any Participant permitted to attempt to influence the Adjudicator in any way or to communicate with her in any dispute.
7. The filming, video or tape-recording of any performance, even for personal use, is expressly forbidden during the public performance.
8. Failure to comply with any of these rules of competition could lead to disqualification from part or all of the competition.

Participation & Play Selection

9. It is the sole responsibility of the Participant to obtain permission for use of all copyright material, of whatever nature, and to pay any royalties which may be due. Similarly, if any copyright material is altered in any way it is the sole responsibility of the Participant to supply evidence that the owner of the copyright has granted permission for the alteration(s). Performance licence(s) and any such evidence of permission to perform and/or use and/or photocopy copyright material must be submitted on the FMS by Sunday, 31 March 2016. Failure to do so may result in disqualification from the Festival and forfeiture of the full Performance Bond.
10. Each Participant must deliver to Andy Ing of the Festival Stage Management team, by 31 March 2016, two copies of the entry script as it is to be performed, for use by the Adjudicator and the Organising Committee.
11. If two or more Participants submit the same play or a play which was performed at FEATS 2015, or if the Organising Committee considers a submitted play to be unsuitable, for whatever reason, the Participant(s) will be advised by the Organising Committee in writing and invited to reconsider their choice. If a Participant insists on its original choice, the Organising Committee reserves the right to take whatever decision it considers to be in the best interest of the Festival. This may include

replacing the Participant(s) concerned by reserve(s) and returning the Bond(s).

12. An original script is defined as one being used in an original production, which original production has had its first public performance within the previous two years or at the current FEATS; and it must have the director, set and interpretation that it had when first performed in public although individual cast members can have changed since that first performance.
13. Acceptance of the invitation to participate in FEATS and payment of the Performance Bond will be considered full agreement by any Participant, without exception, to perform in whichever slot on whichever evening is allocated by the Festival Stage Management team.
14. Each Participant is to be responsible for insuring its personnel, scenery, costumes, properties and transport.

Timings & Penalties

15. Each entry must be at least twenty-five minutes in length and may not exceed fifty minutes. This time includes scene changes during performance but excludes the time spent in setting and striking as specified in rule 17. Failure to adhere to these time restrictions will result in the following penalties.

A performance of less than twenty-five minutes or exceeding fifty minutes:

Up to 1 minute	1 penalty point
Up to 2 minutes	2 penalty points
Up to 3 minutes	5 penalty points
Up to 4 minutes	10 penalty points
Up to 5 minutes	15 penalty points
More than 5 minutes	Disqualification from First, Second & Third best play awards

16. Timing of the performance starts with the first cue given by the Participant stage manager and ends with the last cue, e.g. 'close curtains'.
17. The time allowed for setting the opening scene is ten (10) minutes and for striking the set at the end of the performance is five (5) minutes. The time allowed to start the performance from the cue given by the Festival Stage Management is one (1) minute. Failure to adhere to these time restrictions will result in the following penalties:

Up to 1 minute	1 penalty point
Up to 2 minutes	3 penalty points
Up to 3 minutes	6 penalty points
Up to 4 minutes	10 penalty points
Up to 5 minutes	15 penalty points
More than 5 minutes	Disqualification from Stage Management award

Rehearsal & Crew

18. Each Participant will be allowed a two (2) hour rehearsal period at a time to be determined by the Festival Stage Management team. The rehearsal period may be used by the Participant in any way it deems fit.
19. No member of any other group will be present during the rehearsal period.

20. In addition to the cast of the play, a maximum of five (5) persons can be designated by the Participant as its stage crew ('Crew'). Only the Crew will be permitted backstage to set and strike the scenery. This relates to the period immediately before, during and after the performance and not the two-hour rehearsal period.
21. Backstage is defined as the acting area, the wings and rear stage area behind the proscenium arch.
22. Additional personnel who shall not be deemed as part of the Crew of five comprise:
 - Sound and lighting staff, who are permitted to enter the backstage area if their sound and lighting duties so require;
 - Properties, prompt or wardrobe personnel, provided they do not contribute in any way, either verbally or physically, to the setting and striking of the set, unless nominated as one of the Crew;
 - Support personnel who remain in the dressing room during setting and striking.

Presentation

23. For FEATS 2016, the Organising Committee will provide a theatre together with the basic equipment of a well-run professional theatre. The Organising Committee is not obliged to undertake provision of properties and/or equipment over and above those identified in this Data Package.
24. The use of all property and equipment, including but not limited to scenery, furnishings, lighting and sound equipment brought by the Participant, is subject to the approval of the Festival Stage Management team at all times and must comply with all necessary fire and safety regulations (see Stage and Facilities section).
25. Participants are entitled to bring such scenery and properties as they consider essential to their production. Box sets will be permitted but there is no guarantee that they can be flown. On the day designated to a Participant for performance, its scenery will be stored in the area assigned by the Festival Stage Management and as specified in this Data Package. Any flown pieces may be mounted and flown during the two-hour rehearsal period allocated to the respective Participant, subject to availability of bars and to the decision of the Festival Stage Management, but all such pieces may have to be removed from the bars and placed in the assigned storage area during the five minute striking period, subject to the discretion of the Festival Stage Management. Note that height restrictions apply to flown items (see section 5.9, page 16 below).
26. Participants must tell the Festival Stage Management team by 3rd April if they propose to use any additional lighting and/or sound equipment, and if the entry requires special effects such as naked light(s), gun-shot(s) and substances which could cause damage. If the Festival Stage Management considers it necessary to place limits on the proposed effects, the Participant will be advised in due time.
27. Lighting and sound representatives from the Festival Stage Management and theatre staff will be responsible for the control of the switch board, lighting and sound equipment, under the direction of the persons delegated by the Participant. Each Participant is responsible for ensuring that its lights are correctly set, that the curtain is opened and closed at the required times, that its scenery is correctly set and struck within the time allocated and that clear and concise cues are given to

theatre staff and/or to the relevant Festival staff.

28. Each participant is responsible for informing the Festival Stage Management if they intend to use any specialist equipment that needs to be set up by individuals not in the participant's Crew. If the Festival Stage Management considers it necessary to place limits on the proposed effects, the Participant will be advised in due time.

Interpretation of the rules

29. Decisions of the Organising Committee, including the Festival Stage Management Team, concerning interpretation of these rules and on all matters relating to the running of the Festival will be final and binding on all Participants.
30. The English Comedy Club is the sole body legally and financially responsible for FEATS 2016. In any dispute arising between a Participant and the Organising Committee the decision of the Organising Committee will be final. The FEATS Steering Committee may use its goodwill to resolve differences, but shall not have the right to over-rule the Organising Committee.
31. As regards permission to use copyright film, television or video material during the performance, please see rule 7 above. As regards the technical implications of such use, the prior permission of the Festival Stage Management is required.

4 On the Day of Performance

4.1 Stage Manager, Lighting & Sound meeting & pre-rehearsal chat

Please note that every morning before rehearsals begin, there will be a coordinating meeting for the Participant's stage crew with the relevant members of the Festival Stage Management team.

There will also be a short get-together in the Green Room immediately before your two-hour slot (known as the 'pre-rehearsal chat') to explain who's who and what will be happening during your rehearsal time. See the provisional timetable in Annex 1.

4.2 Scenery Get In

On performance days, parking spaces for one vehicle of each group will be reserved in the outside car park and may also be possible by the theatre loading door. Please do not attempt to use the underground car park for vans/trucks as headroom and turning room is restricted. Groups wishing to keep their vehicles in Brussels before/after their playing day must make other parking arrangements as space in the theatre car park cannot be guaranteed.

Specific times will be allocated to each group to bring their vehicle(s) to the access road and to load scenery, furniture and props into the theatre via the lift. Only members of the permanent theatre staff or FEATS stage management crew are allowed to operate the lift.

Please make every effort to abide by the allocated lift time as rescheduling can affect rehearsal times of your or other groups.

4.3 Rehearsal period

Each group is allocated a two-hour rehearsal period on the day of their performance slot (see the provisional timetable in Annex 1, the final version is not likely to be greatly different). Please note that your two hours will start whether or not you are ready to begin.

All rehearsal activities, including setting and striking the set, setting and focusing any lighting specials, setting lighting cues and sound levels, and fixing and testing any scenery to be flown must take place during this time. You may take the opportunity to run a cue-to-cue, selected sections of your play or a complete dress rehearsal, depending on what you can fit in the time available. Times trials for setting and striking under festival conditions can be carried out on request.

Only members of your group, the Festival Stage Management team and the theatre's own staff will be allowed on stage and in the auditorium during your two hours. You can have as many crew members as you need during the rehearsal period, provided they have been issued with badges. The rules on the five person Crew apply only during the set and strike for the performance.

At the beginning of the rehearsal period your set should be in your storage area. At the end of your two hours, you should leave the stage empty and clean, having returned your set to your storage area.

At the discretion of Festival Stage Management, you can leave any flown scenery secured in place on the bar(s) allocated to you, ready to be lowered to the pre-determined settings during the ten-minute setup period before your performance, to be

removed at the end of the evening as directed by Festival Stage Management.

We will provide each group with tape of a different colour to mark the positions of your set on the stage. To avoid confusion, please use the tape given to you and no other. Please try to use the tape so as to present a neat appearance to the audience.

4.4 Dressing Rooms

Ample dressing room accommodation is available and each group will be assigned dressing rooms for the duration of the day of performance. Please remember that you are responsible for bringing all your own make-up etc. Please ensure that the dressing rooms are left clean and tidy at the end of each day. Audio show-relay is available in the dressing rooms.

Whilst every attempt is made to control access to the backstage area, no guarantee of security can be made and no responsibility for loss or damage can be accepted by the FEATS organisers or the theatre administration. It is therefore recommended that no valuables are left unattended anywhere in the theatre and that group or personal items are insured.

No smoking is allowed in the dressing rooms or anywhere backstage.

4.5 Evening performances

Each group is allowed 10 minutes before its performance to set the stage, with the curtain closed, and to make any adjustments necessary to their lighting and sound equipment. During these 10 minutes, no more than five people - the 'Crew of five' (which includes the stage manager) - are allowed on stage to handle set and props etc. Lighting and sound personnel are allowed on stage, but only to deal with relevant equipment (e.g. to plug in a practical lamp) and the Festival Stage Management team must be told that that is what they are there for. The actors are not allowed to assist in any way unless they are designated as members of the Crew. The same applies to the prompt, make-up and costume people. Actors may, of course, move or remove props as required during the action of the play.

Once the Participant's stage manager has told the Festival Stage Management that the Crew are assembled and ready to start, the Crew are given armbands for easy recognition and a Festival timekeeper gives the 'go' signal. Only then can scenery be moved from the offstage storage area. Timing of the 10 minutes starts at the go signal and continues until the Participant's stage manager tells the Festival Stage Management that setting is complete. After this point, adjustments can only be made for safety reasons, so a checklist is highly recommended.

The cast can then be called from the dressing rooms. They are given approximately 5 minutes to assemble. At this point the curtain is still closed unless you have asked for it to be opened in your stage and facilities questionnaire. The Festival Stage Management obtain front of house clearance and then formally hand over responsibility to the Participant's stage manager, who has one minute to give the first cue (e.g. intro music, curtain open). Timing of the performance starts at this first cue and ends at the giving of the last cue (e.g. close curtain). Play-out music may continue after the last cue and is not included in the timing.

No curtain calls are taken.

Please note that the curtain and any fly bars are operated by the theatre technicians or

the Festival Stage Management on the instructions of the Participant's stage manager.

Once the performance has finished, the curtain remains closed and the cast return to their dressing rooms. The Crew assembles on stage. When the group stage manager says the crew are ready to go, the Festival Stage Management indicates that the strike may start and timing begins on the timekeeper's 'go' signal. All scenery and props must be struck to the offstage storage area. This includes anything set downstage of the curtain. Again, lighting and sound personnel may come to the stage to disconnect equipment etc. Tape used to mark positions of furniture etc, must be left in place (the Festival Stage Management will remove it at the end of each evening).

Timing of the strike ends when the Participant's stage manager tells the Festival Stage Management that the strike is complete.

From the start of setting to the end of striking, the only Participant group's personnel allowed on stage or in the lighting/sound box are the cast, the Crew, lighting and sound personnel, and the agreed support personnel such as prompt, wardrobe or properties personnel.

4.6 Photography

No photographs or video recordings are permitted at any time during the evening from 19.00 onwards. Participants may take photos or make recordings during their two-hour rehearsal slot provided this does not affect safety or interfere with the work of the theatre staff or the Festival Stage Management team.

The Organising Committee reserves the right to take photographs during the rehearsal period (under the same conditions as outlined above). If the rehearsing group does not wish any photos to be taken during their rehearsal, they should indicate this to the Festival Stage Manager at the beginning of the rehearsal period.

5 The Stage & Theatre Facilities

5.1 General

Please carefully read the information below and complete the FMS accordingly. A plan of the acting area of the stage can be found below and in the FMS. Other information is available on request for groups with technically demanding productions.

In addition to the Festival Stage Management team a number of theatre staff will be available during the rehearsal and performance periods. The auditorium and backstage areas will be open, with technical staff, from 08.30 to midnight on each day of the festival. The theatre's own technical staff speak French or Dutch (although some have limited English), and several members of the Festival Stage Management team are French or Dutch-speaking if you experience any communication problems.

The decision of the Theatre Stage Manager is final in all matters concerning the use of equipment. The Festival Stage Management's decision is final on issues where the organisation and running of rehearsals and performances are concerned.

Throughout this manual, and in the theatre during the festival, the British definitions of stage right (SR), stage left (SL), upstage (US) and downstage (DS) will be used. In other words, if you are standing in the middle of the stage facing the audience, SL is to your left, SR is to your right, US is behind you and DS is in front of you.

Signs in English will be placed backstage to help you find your way around.

5.2 Fire Precautions & Safety Regulations

The Centre Culturel de Woluwe-Saint-Pierre is a public building and is subject to all Belgian safety legislation. This means that any safety requirements imposed by the theatre staff must be followed.

Smoking is prohibited throughout the building, including on the stage.

All scenery must be fire proof, i.e. scenery should extinguish by itself when a naked flame is applied and subsequently removed. We would like to stress that the theatre staff may apply this test to your set. Wood generally does not require fireproofing. Fabrics must be inherently fire-proof - 100% cotton or calico will suffice.

Other aspects of safe working will also be monitored. These include all the obvious things such as soundly constructed scenery (especially when flown), effective stage management, safe setting and striking, avoiding tripping hazards, being prepared for anything that might be expected to go wrong (e.g. breaking glassware), etc.

Please contact us as soon as possible if you intend to use any special effects as restrictions apply. Belgian legislation covering firearms is strict and such effects are best avoided. Please contact us at an early stage if you have to use real or replica firearms, irrespective of whether or not they are fired.

Electrical equipment must conform to European safety requirements and must be earthed or double insulated. Plugs must have an earth pin, not the side-scrape earths found on German plugs.

5.3 General Setup

See the 'vue panoramique' of the auditorium at: <http://www.descriptifdesallesccwsp.be>

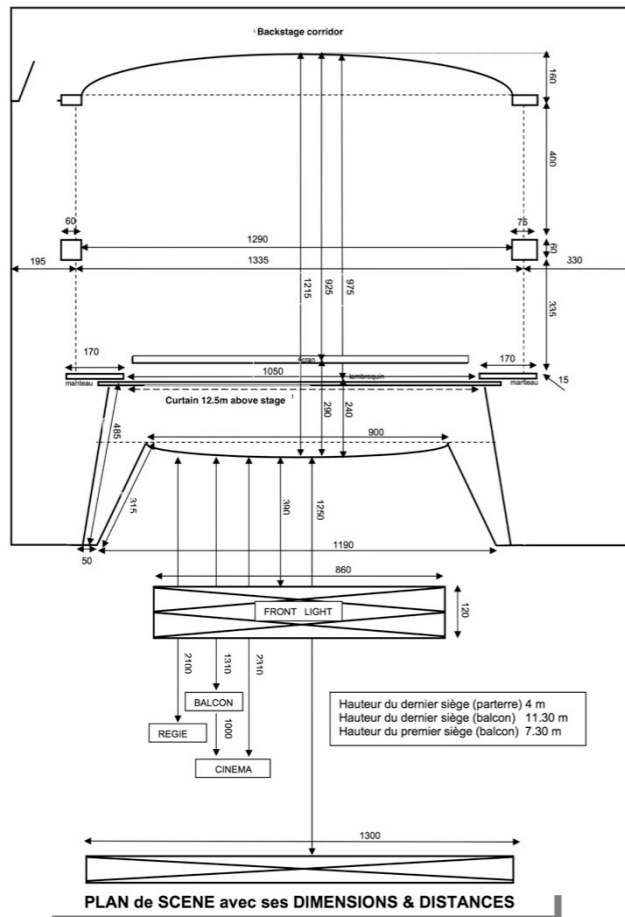
The stage is a proscenium, 10m width, 7m height. There is approximately 2m of stage apron, slightly curved, in front of the main curtain.

There are two traverse curtains, opening to each side; one upstage, one mid-stage.

The stage is 12m wide and the upstage black curtain will be 8,30m behind the main curtain. The cyclorama wall is 1.40m upstage from the upstage black curtain.

The effective (i.e. lit) acting area will therefore be about 10m wide by 8m deep. There is a backstage corridor to cross from one side of the stage to the other.

The venue has a stock of wooden rostra size 2.05m x 1.,25m which can be set at heights of 20cm, 40cm, 60cm, & 80cm. Please let the Festival Stage Manager know if you wish to use rostra.



Tables for properties will be provided stage left and stage right.

5.4 Loading In/Out

Specific times will be allocated to each group to bring their vehicle(s) to the access road and to load scenery, furniture and props into the theatre via the lift. Only members of the permanent theatre staff or FEATS stage management crew are allowed to operate the lift.

Remember that the scenery lift dimensions are height: 5.0m, width: 2.50m and depth: 2.80m. You will not be able to bring any larger items of scenery into the theatre.

All three groups will load out at the end of each evening, after the adjudication is finished. Please make sure your van or other vehicle is in place promptly, so that this operation can be completed as quickly as possible as it will have been a long day.

As with all other activities, you have to provide enough people to load and unload the scenery and to set it up.

5.5 Off-stage storage area

Each group will be allocated an area of approximately 2.5m x 2.5m. There is a wall at the back of the area, where scenery can be leant.

5.6 Stage surface

The stage floor is covered in dark wood. See the 'vue panoramique' of the auditorium at <http://www.descriptifdesallesccwsp.be>

5.7 Operation of theatre equipment

For safety reasons, the flying system will be operated by the theatre staff.

During your two-hour rehearsal period, the lighting board will be programmed by theatre personnel under the direction of the participating group's lighting person. During your performance, the lighting board will be operated by your lighting person or - and only if absolutely necessary - by Festival Stage Management or theatre personnel.

During your two-hour rehearsal period, the sound equipment will be set up by the participating group and Festival Stage Management or theatre personnel. During the performance, it will be operated by your sound person or - and only if absolutely necessary - by Festival Stage Management or theatre personnel.

5.8 Stage manager's console

This is located stage right and has intercom facilities. Intercoms are available:

- 1 at stage right
- 1 at stage left
- 2 in the control booth
- 1 on the auditorium balcony

The house curtain is also operated from stage right, or from the light/sound booth. The curtain is motorised. With regards to timekeeping, time will be stopped after the last cue, e.g. 'close curtain' and not when the curtain closes.

5.9 Fly bars for scenery

There is a limited height grid in the theatre. This allows items of maximum 3m height to be flown out of sight, but bear in mind that when flown in, the bars and cables will be visible. The alternative is to hang your scenery, leaving it visible for the entire duration of your play, but this puts your pre-performance set-up under considerable time pressure. Free-standing scenery might be a better solution for you. Please contact us if you wish to discuss this.

Counter-weighted fly bars for scenery are available, subject to discussion with the Festival Stage Management.

Maximum load for each is 120kg. They are operated from stage left by the theatre or festival staff. The bars are of the standard size: 48.3 mm OD scaffolding pipe (17" ID gas pipe or lighting barrel).

Any scenery to be flown has to be set in the 2-hour rehearsal period and may have to be removed during the 5-minute striking period together with the other scenery. This is something we will discuss well before the Festival with those groups flying scenery.

If two groups require the same position the Festival Stage Management will decide the allocation of bars. Please indicate your preference for moving the scenery upstage or downstage in the event of a conflict.

Remember that if you are planning to use a bar for flying that is close to one used for lighting, conflicts can occur and you need to leave enough clearance to avoid a clash.

6 Sound Technical Information

6.1 Sound - General

Please read the information below carefully and complete the *Sound* tab of the FMS by Sunday, 13 March 2016. For any detailed questions, please contact the FEATS sound team on the following email address: sound@feats2016.theatreinbrussels.com

The sound and lighting booth is located at the back of the stalls, under the first balcony. The sound and lighting booth is physically and acoustically open to the auditorium.

On the morning of the day of your performance there will be a sound meeting, see timetable (Annex 1) for details.

6.2 Playing recorded effects

The theatre is equipped with a D&B line array PA system in the auditorium with 10 DBMax monitors available on the stage.

The theatre has:

- Yamaha LS9 - 32 digital mixing desk, with 4 stereo inputs, and 32 mono.
- Full auditorium loudspeaker array, including onstage monitors.
- EQ, effects, compressors and limiters.
- Instant start, 2-deck CD player.
- Mini-disk player.
- Various microphones, including 4 wireless sets

Please let us know your requirements. Equipment will not be available unless requested by you.

6.3 Live effects and voice-overs

We can also provide microphones, on stage or off, for voice-overs, etc. Again, please indicate your requirements on the questionnaire.

6.4 Set up and operation

During your two-hour rehearsal period, the sound equipment will be set up by the participating group and Festival Stage Management or theatre personnel. During the performance, it will be operated by your sound person or - and only if absolutely necessary - by Festival Stage Management or theatre personnel.

7 Lighting Technical Information

7.1 Lighting - General

Please read the information below carefully and complete the *Lighting* and *Lighting Plans* tabs of the FMS by Sunday, 13 March 2016. For any detailed questions, please contact the FEATS lighting team on the following email address: lights@feats2016.theatreinbrussels.com

7.2 Acting areas

For lighting purposes, the stage will be divided into the 9 main areas, **A** through **I**, plus the apron:

(SR)	(CS)	(SL)	
CYCLORAMA			
Upstage black curtain			
G	H	I	US
D	E	F	CS
A	B	C	DS
J	K	L	Apron

7.3 Basic fixed setup (description)

A basic warm / cold coverage of areas A-I will be preset and available for you to use when your 2-hour rehearsal period begins.

Each of these areas will be front-lit by 2 PC 2kw lamps - 1 warm and 1 cold - and back-lit by 1 LED (Ayrton/Wilson 500) multi-colour lamp.

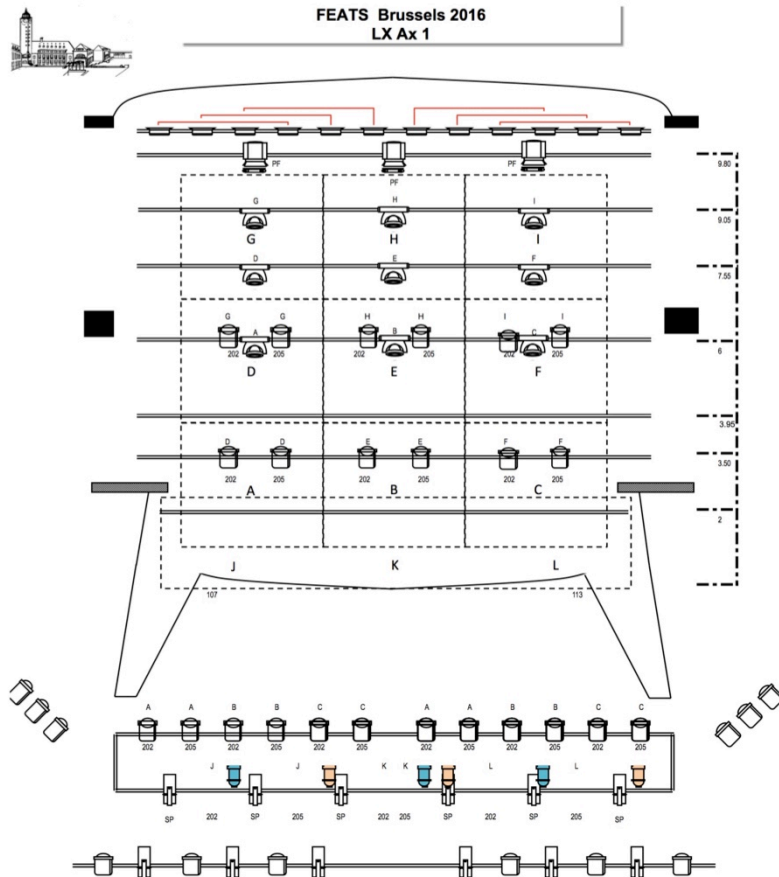
Three 5kW backlight fresnels with colour scrollers are available upstage. They backlight the entire stage and are thus not useful if you choose to have the mid-stage black curtain closed. The colours in the changers are: 027, 022, 204, 139, 116, 068, 195, 181, 180, 201.

The cyclorama wall will be lit with 3 colours: dark blue, medium red and primary green, or any combination of these three colours.

If you need the apron downstage from the tabs to be lit separately, please let us know.

Side-lighting in cold and warm colours is available if groups request it. Please let us know if you will require this. These lanterns would be on 2m high square-based stands and would reduce the space between the black legs on stage by about 50cm.

These lights will be available to all Participants in exactly the same configuration (i.e. they won't be re-focused or re-gelled during the festival).



7.4 Additional equipment

Other lights (Profiles and PCs) are available for use during the festival and will be allocated by the Festival lighting team based on the requirements of each day's participating groups. As always, compromises may need to be made to fairly provide for each Participant. Tell us what you need and we will let you know if it's possible.

Gobos size 'A' may be used. We have profile lanterns that can be used for Gobos.

There are stands available for placement on the stage floor. Please state on your questionnaire if you will require them

A follow-spot is available on the balcony, off centre (Juliet 1800 HMI)

Power sockets, both direct and dimmer controlled, are available on stage for operating practical lights. Please ensure that any electrical equipment is fitted with Belgian type 16a plugs compatible with pin-earthed sockets. The German type side-earthed plugs do not fit the theatre sockets.

Further lighting plans are available from [the FEATS 2016 web site](#).

7.5 Cyclorama and rear black curtain

Each Participant will have the choice of using the cyclorama, rear black curtain or mid-stage black curtain. We need to know which you want in order to be able to plan the performances for that evening (see Stage & Set Questionnaire).

7.6 Lighting bars

There are 7 stage bars and two auditorium bars being used for general lighting and

specials. Plus:

- There are upright bars (booms) stage-left and stage-right behind the proscenium.
- There are booms on each side of the balcony. These will be allocated as requested by Participants.

7.7 Smoke Machines

We have two different smoke machines: one produces thick smoke and the other one a haze.

7.8 The lighting/sound booth

The lighting/sound booth is situated at the back of the auditorium. The view of the stage is good. During the performance, it will be possible to accommodate one lighting person and one sound person from the participating group. The booth is physically and acoustically open to the auditorium.

7.9 The lighting board and its operation

The lighting board used in the theatre for this occasion will be Avolite Pearl. Be aware that using Moving Heads and LEDs Pars will NOT be available to you, unless you are able to demonstrate to the theatre technicians that you can work with them. You can find more information on Avolite at: <http://www.avolites.com/software/downloads/pearl-2004-simulator>

During the 2-hour rehearsal period the theatre lighting specialists will be available to programme and record. During your performance, the lighting board will be operated by your lighting person or - and only if absolutely necessary - by Festival Stage Management or theatre personnel.

7.10 Special lighting effects

Full details of all special lighting effects must be provided when the lighting questionnaires are returned. The Festival Stage Management team reserves the rights to refuse the use of any such effect not deemed sufficiently professional and/or safe.

7.11 Projector

The theatre has a Barco 2000 Lumens projected from the back of the auditorium, and you are advised to use Full HD for images and video.

7.12 There is UV (Smartfade).

7.13 Additional information

Please give any specific requirements on colours and/or lighting areas on a stage plan when returning your lighting questionnaire. All attempts will be made to incorporate such needs into the general lighting rig but a balance must be maintained between the needs of the various groups on each night. You will be informed if your full requirements cannot be met.

You are advised to prepare a list of lighting cues - for your own use during the rehearsal period and performance - prior to arriving at the festival. It is not necessary, however, to send this to us before you get here. Remember that you only have two hours to set up your lights so if you can, keep it simple.

On the morning of the day of your performance there will be a lighting meeting, see timetable (Annex 1) for details.

8 Other Information

8.1 The Adjudicator

The adjudicator is Bev Clark. She will appraise each performance after the last strike. The following morning she will meet each group for no more than 30 minutes (from 11.00 - exact times and location for each group to be confirmed) for a private discussion. Please wear your badges. She will meet the groups performing on the Monday that same evening after the award ceremony if they so wish and if this can be arranged.

Any group wishing to have a written adjudication should indicate that on the *Play and Performance* tab in the FMS. Please note that the adjudicator retains copyright in written adjudications and they should therefore not be published without payment of an additional fee.

8.2 Awards

Nine prizes will be awarded at the end of the Festival. The Adjudicator will decide the allocation of these prizes with the exception of the Stage Management Award, which will be decided upon by the Festival Stage Management team.

Trophies presented on a rotational basis:

First place	The Founders' Trophy
Second place	The ECC Centennial Cup
Third place	The BATS Trophy
Best Original Script¹	The DAW-Verulam Award
Best Stage Presentation	The Grand Duchy Trophy
Stage Management	The Marcel Huhn-Bruno Boeye Trophy
Adjudicator's Discretionary Award	The Don Luscombe Award

Individual prizes:

- **The Blackie Award for Best Actress**
- **The Blackie Award for Best Actor**

The Marcel Huhn/Bruno Boeye Award for Stage Management

This is the only prize awarded not by the adjudicator but by the Festival Stage Management team. Among the things we'll be looking for are organisation, planning and preparation; compliance with the rules of the festival and the directions of the Festival Stage Management team; promptness and completeness of the responses to the questionnaires; safety consciousness; general attitude and approach; production effectiveness; use of stage facilities; and teamwork. These criteria will not be judged in any particular order, except that we regard safety as of paramount importance.

¹ For the definition of an original script please see rule 12.

8.3 The Fringe

The Fringe will take place in the Cabaret room, adjacent to the main auditorium. Kerry Lydon is our Fringe coordinator and can be contacted on fringe@feats2016.theatreinbrussels.com. Further details will be circulated in due course.

8.4 FEATS Programme details

Your programme details will be based on the information that you put in the FMS by the Sunday, 13 March 2016. The proofs will be sent to you by Tuesday, 5 April 2016 and should be corrected and returned by Sunday, 10 April 2016.

Annex 1 - Provisional Timetable

Provisional timetable for each day of performance

Group A	Group B	Group C
08.30-08.45: Unloading & introductory meeting ²		
	08.50-09.05: Unloading & introductory meeting ¹	
		09.10-09.25: Unloading & introductory meeting ¹
09.50: Pre-rehearsal chat ³		
10.00-12.00: Rehearsal		
LUNCH		
	12.50: Pre-rehearsal chat ¹	
	13.00-15.00: Rehearsal	
		15.20: Pre-rehearsal chat ¹
		15.30-17.30: Rehearsal
EVENING MEAL		
19.20-19.30: Set-up		
19.35-20.25⁴: Performance		
20.30-20.35⁴: Strike		
	20.40-20.50⁴: Set-up	
	20.55-21.45⁴: Performance	
	21.50-21.55⁴: Strike	
		22.00-22.10⁴: Set-up
		22.15-23.05⁴: Performance
		23.10-23.15⁴: Strike
ADJUDICATION		
		23.45⁵: Re-loading
	23.50⁵: Re-loading	
23.55: Re-loading ⁵		

² Introductory meeting will allow the Participant groups stage managers to ask any questions and resolve any other issues. It will also allow the groups lighting and sound people and the Festival lighting and sound people, to discuss the lighting requirements for the performances.

³ Pre-rehearsal chat is an introductory talk for each group's cast and crew explaining what will be happening during your two-hour rehearsal period.

⁴ All times for the evenings will be dependent on the length of the shows. A closer estimate will be given on the day.

⁵ Reloading will commence 5 minutes after the end of the adjudication, in reverse order (C, B, A).

Annex 2 - Directions to Centre Culturel Woluwe-Saint-Pierre, Brussels

Rail:

Please consult the Belgian rail website: www.sncb.be

High-speed trains (Thalys, ICE & Eurostar) stop at the Gare du Midi/Zuidstation in Brussels. Most other trains run right through Brussels, stopping at the Gare du Nord/Noordstation, Gare Centrale/Centraalstation & Gare du Midi/Zuidstation.

Air:

The main and closest airport is Brussels-Zaventem, 12km from the centre of Brussels: www.brusselsairport.be

Ryanair flies to both Zaventem and Charleroi ("Brussels South") airports: www.ryanair.com. Please note that Charleroi airport is a significant distance from Brussels.

City Public Transport:

Brussels has an excellent public transport system, so getting to the theatre will be easy.

Metro/Tram/Bus: www.stib.be - trams 39 & 44: stop Chien Vert/Groene Hond

By road:

We recommend using an up-to-date GPS system to get to Brussels. Final directions to the theatre can be found on the map provided by the Cultural Centre: <http://www.descriptifdesallesccwsp.be/plan-d27acces1.pdf>.

There is limited parking available at the theatre.