

RUTH N. HALLS THEATRE FACILITY AND GENERAL INFORMATION

for the
International Thespian
Festival

275 N JORDAN AVENUE | BLOOMINGTON, IN 47405
(812) 855-3602 | theatre.indiana.edu

WELCOME!

We are thrilled to host the Chapter Select performances at the International Thespian Festival. Our staff is committed to providing an enjoyable, educational, and safe experience for you and your cast and crew.

This reference guide contains the technical specifications and general information that you will need to know before coming to our facility. If at any time you have questions or concerns, please contact the Chapter Select Coordinator (Jim Curtis, (513) 977-5528, jcurtis@schooltheatre.org).

Once you have read all the regulations and are able to abide by all the rules within, please complete the enclosed acceptance form front and back. Complete the form in full; the more information you provide, the better the Festival and venue staff can help you present a successful production.

FACILITY INFORMATION

Theatre Name	Ruth N. Halls Theatre
Address	Lee Norvelle Theatre & Drama Center 275 N. Jordan Avenue Bloomington, IN 47405
Main Telephone	(812) 855-3602

Capacity

Main Floor	439 seats
Total	439 seats

Wheelchair and companion seating available in row A, row B & row S.

Directions to the Ruth N. Halls Theatre (via Lee Norvelle Theatre & Drama Center)

From Indianapolis

Bloomington is approximately 45 miles south of Indianapolis.

- Take Indiana 37 south past Martinsville.
- Take the Walnut St. exit; this is the first Bloomington exit.
- Walnut St. turns into College Avenue. Travel south on College Avenue to 10th St.
- Turn left, heading east on 10th St. approximately 13 blocks.
- The fifth stoplight is Jordan Avenue. Turn right on Jordan Avenue.
- Go to the next 4-way stop and turn right on 7th St.
- Go one block to a 4-way stop. The loading docks are located on your left.

From I-65/ Columbus, IN

Bloomington is ~40 miles west of Columbus, IN. State Highway 46 West is a two lane scenic route with many curves.

- Highway 46 turns into East Third Street when it gets into Bloomington.
- When Highway 46-West turns north (right) at the College Mall Road intersection, keep going straight on E. 3rd St.
- The third stoplight you come to after crossing the College Mall intersection is Jordan Ave.
- Turn right on Jordan Ave.
- Go past the Musical Arts Center (large red sculpture in front). The next stop-street intersection is a 4-way stop at 7th St.
- Turn left on 7th St. Go one block to a 4-way stop. The loading docks are located on your left.

Loading Dock Information

- Access to the stage is via the IU Auditorium north dock. The hallway on the IU Theatre & Drama side goes directly to the Ruth N. Halls theatre backstage and dressing room areas.

STAGE INFORMATION

Stage Measurements

(0,0)' is the centerline of the stage at the upstage edge of the smoke pocket

Proscenium Stage

Playing area dimensions for Festival	34' W x 30' D
Additional playing area – Apron ¹	4' downstage of proscenium
Additional playing area – Orchestra Pit ²	10' downstage of proscenium
Height – stage floor to grid	60'

Other Production Information

Electrical

General area lighting is available (Up/Mid/Down right, Up/Mid/Down left, up center, center and down center stage) as clear, cool, and warm washes. Special lighting effects are not available. A follow spot is not available.

Audio

The Festival will provide CD or audio file playback, amplification, and speakers. Groups may use their own MP3 player, iPod, iPad or laptop through the festival sound system, but must provide their own operator for the playback device. All playback devices must have appropriate 3.5 mm/1/8" audio out or appropriate USB audio out options. Due to the limited amount of time allotted for set-up and strike, the usage of mics is not permitted in this performance venue.

Dressing Rooms

Dressing rooms are located past the IU Theatre & Drama scenery shop, in a corridor that leads to the loading dock area. Assembly point for Chapter Select productions will be inside the IU Theatre & Drama center door off the IU Auditorium north loading dock. Festival staff will coordinate stage and dressing room access from the assembly point.

Dressing room access in advance of allotted set-up time will not be available.

Equipment Inventory

Properties

Sofa	1
Upholstered Arm chair	1
Wooden desk	1
Wooden desk chair	1
Table	1
Stools	6
Cubes	6
Stacking Chairs	8
Music Stands	4

No projection equipment available for Chapter Select performances

¹ Both the apron and orchestra pit will be at stage level for the Festival.

² Both the apron and orchestra pit will be at stage level for the Festival.

FACILITY POLICIES AND REGULATIONS

1. General Information

Invitations to perform in the Chapter Select Showcase are based on recommendations by the evaluation teams selected by each state to observe productions at state Thespian conferences. Performing groups must be members of the International Thespian Society. Chapter Select Showcase shows will be presented in the Ruth N. Halls Theatre.

Performances may be one-acts, cuttings from full-length presentations, reader's theatre, dance, mime, comedy, drama, or other forms. Emphasis should be on performance rather than on technical aspects; for example, accentuate the acting, eliminate lavish staging and sets, and reduce the number of props and costume changes.

2. Schedule

Productions will be scheduled in the Chapter Select Showcase throughout the Festival week, Monday through Saturday. Performing groups will be tentatively scheduled upon receipt of the Chapter Select acceptance sheet.

Tours of the theatre are available for the directors and production team only. Please do not bring an entire troupe for the tour. Check the Festival schedule for the theatre tour times. Due to the tightness of the schedule, troupe representatives who are unable to attend the designated tour time may not be able to tour the backstage area prior to their performance. There will be no access to the venue outside assigned times.

3. Registration

Festival registration will be available online. Performances will not be officially scheduled on the program until each school's registration forms and fees are received at the national office. Final and official scheduling will be done on a first-come, first-serve basis, determined by the date complete royalty information, registration forms and fees are received at the national office. Schools may only present a show in one venue: Main Stage, Freestyle, or Chapter Select. Troupes presenting in the Chapter Select Showcase must be registered for the entire Festival week.

4. Royalties

All troupes must have a performance license or waiver on file at the Festival national office by May 16, 2020. A production will not appear in the Festival program without documented proof of license, waiver, or permission to perform on file. Upon written request, some publishers will waive royalty fees for Festival performances.

The following are some guidelines regarding royalties:

- Schools producing published material must secure written permission from the publisher for presentation at the Festival during the Festival dates. Performing schools are responsible for payment of royalties.
- Schools producing original works must have a written statement of originality from the author/playwright (even if they are a member of the troupe or school) on file with the national office.
- Schools producing works based on non-dramatic material must obtain permission to use said material from the publisher. This applies to textbooks as well as children's stories, novels, short stories, newspapers, and magazine articles.
- Schools producing works that have been translated from another language must have written permission from the publisher of that translation. This applies to textbooks, non-dramatic materials, and all of the other forms listed above.
- Written proof of performance or waiver of royalty should be submitted with the acceptance sheet. The Chapter Select Acceptance sheet is due by April 1, 2020. However, schools may send documentation under separate cover as long as it arrives to the Festival office by May 16, 2020.

5. Cuttings

Directors must secure written permission to present a cutting from a play published by any publisher. The play publishers' written permission must be submitted to the home office by April 1, 2020.

6. Performance, Set, and Strike Time

The maximum performance time for Chapter Select productions is 45 minutes (from opening curtain to closing curtain). No performing group will be allowed to exceed this maximum time length. Each performing group will be allowed a maximum of 10 minutes to set the stage pre-performance and 5 minutes to strike the stage post-performance. Performing groups not using the full-allocated set and strike time may not use the extra time for additional performance time.

7. Pre- and Post-Performance

Chapter Select performing groups are not allowed allocated rehearsal time or space prior to the scheduled performance time. Performers and directors are not allowed on stage until called to the stage by the Festival coordinator. Groups should report to the assembly area (loading dock area) one hour prior to the scheduled performance time.

Cast and crew members should not mingle on stage prior to or following the performance. Due to the Festival schedule, "Meet and Greet" or photo opportunities with audience members will not be possible prior to or following performances of Chapter Select productions. Friends and family are required to remain off stage at all times.

8. IU Theatre & Drama Scene Shop

Groups may not use the adjoining scene shop or the equipment and tools in the shop.

9. Flyers and Programs

Schools may prepare and distribute flyers promoting their productions during Festival week. Schools must bring flyers with them to the Festival; no flyers will be printed onsite. Flyers may only be hung on Festival bulletin boards, kiosks, and the Festival callboard. Please do not post flyers on the walls of the theatre or any other campus building.

Performing groups may bring programs for their production, but the group must provide ushers to distribute them at the doors. Please remember to include the group's troupe number in the printed program.

10. Staffing

The use of all technical equipment will be supervised by Festival or venue personnel. Each performing group must provide an individual who will be responsible for providing the appropriate cues.

11. Projections

All projections must be set within the ten-minute set time and struck within the five-minute strike time. In addition, the following rules apply:

- All projections must be made from within the acting area, including the pit and apron area. Projections may not be made from the seating area or general auditorium.
- If projections are made from upstage of the screen, the projector location and throw distance must still be within the acting area.
- Screens and projectors must be sourced from the school or troupe, and will not be provided by the Festival or the Ruth N. Halls Theatre.
- Control of the projectors during the performance must be from on stage, stage left or stage right wings, or upstage of the acting area. Projection control is not available from the front of house booth.
- 120 volt, 20 amp standard Edison power outlet will be provided within the performance area.

12. Special Effects

The use of special effects such as gunshots or loud noises requires advance approval. These effects must be posted in the lobby of the theatre and announced pre-show. Effects such as pyrotechnics, open flame, fog, smoke or other potential fire hazards are not allowed. Upon request, the Festival theater staff will provide signs for use and assist with the timing of the pre-show announcement.

13. Sets

A prop is any item that will fit through a single door and be carried by a single person. Props should be carried onstage by the actors in hand. Set pieces, including flats, are anything bigger than a prop. Schools are not allowed to provide or bring set pieces for Chapter Select productions, but some staple items will be provided by the Ruth N. Halls Theatre. The acceptance sheet includes this list, as well as space to indicate how many pieces a production would like to utilize.

Due to the limited strike time of five (5) minutes, please limit the size and number of props brought for a performance. Only those items absolutely essential to the plot line of the play should be considered. Costumes, props, and make-up must be furnished by the performing troupe. The Festival and the Ruth N. Halls Theatre are not be responsible for hand props, costumes, make-up, valuables, or any item not on the provided list.

14. Dumpster/Trash Removal

The Festival will provide a container near the IU Auditorium south loading dock for use by schools who wish to discard

their set and/or props pieces. This space is limited and all items MUST fit inside the container. You are required to inform the Festival Technical Coordinator at least four weeks in advance if you intend to use the container and how much you intend on discarding. If you have not made advance arrangements, your use of the dumpster will be at discretion of the Festival Technical Coordinator and Ruth N. Halls Theatre Technical Director/Head Carpenter on a space available basis.

15. Lost and Found

Articles will be turned in to and claimed from the box office during performances. Lost and Found items will be turned in to the Festival office following the event and can be retrieved during the Festival week.

16. Animals

Animals are not allowed in the Ruth N. Halls Theatre, except for service animals and animals called for as part of the performance. The Festival Coordinator must be notified in advance if the production calls for the use of animals so that necessary arrangements may be made.

17. Smoking and Incense

It is understood that smoking (including e-cigarettes) and burning of incense is NOT PERMITTED in any interior or exterior location on the Indiana University campus.

The Festival Technical Coordinator must be notified in advance if the script calls for smoking or the use of any fire effects, so that necessary precautions may be taken. ANY INFRACTION OF SMOKING REGULATIONS CAN BE CAUSE FOR ENDING AN EVENT, CLEARING, AND CLOSING THE FACILITY. INDIANA UNIVERSITY WILL NOT BE FINANCIALLY, OR IN ANY OTHER RESPECT, LIABLE FOR EXERCISING THIS RIGHT.

18. Cameras, Video, and Audio Equipment

As a courtesy to other members of the audience, photographic, video, and audio equipment will not be permitted in the Ruth N. Halls Theatre at performance time. Exceptions may be made for news media or other official production media, but, in such cases, advance arrangements must be made with and approved by the Festival Technical Coordinator. All authorized media must have proper identification. The Ruth N. Halls Theatre Management may take action to stop any unauthorized photography, video, and audio production, which may include seizure of such equipment. Ruth N. Halls Theatre Management reserves the right to confiscate and destroy any recording media such as video tapes, audio tapes, film, memory cards etc. (See Access and Theatre Aisles.)

19. Access and Theatre Aisles

Standing room is not available and is not permitted in the Ruth N. Halls Theatre. All crosswalks, aisles, corridors, and vomitoriums must be kept clear in the event of an emergency. This includes all cameras and tripods, video and film equipment, production equipment, production scenery, production props, production lighting, wheelchairs, walkers, crutches, strollers, and baby carriages. All media must be authorized and must be in an authorized location or in a pre-arranged seat as provided by the Festival. All handicap equipment may be stored with an usher manager or in coat check without charge. No portions of the sidewalks, entries, passages, vestibules, halls, or stairs shall be obstructed by the Festival or its participants, or permitted to be used for any purpose other than ingress and egress to and from the building. The doors, stairways, or openings that reflect or admit light into any portion of the building, including hallways, corridors, and passageways shall in no way be obstructed by the Festival or its participants. Exit lights, emergency lights, house lights, aisle lights, stairway, and hallway security lights or any other lights necessary for the safe occupation of the building shall not be obstructed in any way. Full-time employees of the Ruth N. Halls Theatre shall have complete and total access at all times and in all areas of the facility including but not limited to dressing rooms, stage, production booths, and theatre.

20. Emergencies and Procedures

It is understood that final decisions causing cancellation or delay of an event due to any emergency such as fire, tornado warning, air raid, bomb scare, etc., are the decision of Ruth N. Halls Theatre Management and Indiana University Police and/or Indiana University Emergency Management. In these instances, Ruth N. Halls Theatre Management will dictate the proper procedures. The user agrees to immediately cancel or delay their program and abide by all emergency procedures. Detail on procedures is available upon request from Ruth N. Halls Theatre Management.

21. Safety Regulations

Safety regulations shall be in accordance with University, city, and state codes and shall be enforced by Ruth N. Halls

Theatre Management, University Police, and Indiana University Risk Management, as they shall interpret them. Please contact the Festival Coordinator if additional information is required.

22. Alcohol and Drug Use

The facility contract is subject to the rules and regulations established by The Board of Trustees of Indiana University and Indiana State statutes as they may apply. University regulations restrict the use of alcohol and prohibit the use of illegal drugs on University property. Therefore, no use of alcohol or illegal drugs by any of the performers, members of the performers group, or employees or agents of the Licensee will be allowed during the performance and while the performers are present on the premises of University property. In the event of noncompliance on the part of the performing group or their employees or agents, legal sanctions may result.

23. Miscellaneous

The following items should be communicated and made available to cast/crew members:

- Please arrive on time for your scheduled technical set-up time at the Ruth N. Halls Theatre and work within the schedule established by the home office.
- Oral and/or written adjudication will not be provided.
- Pyrotechnic effects of any kind are not permitted.
- Photography and videography are not allowed, except for the official Festival photographer.
- Cast and crew members should not touch or handle any curtains. All curtains should be walked around.
- Encourage all members of your team to be professional and conduct themselves accordingly at all times. Many accidents happen just because someone is not paying attention to what is going on around them. Maintain 'situational awareness.'
- Food and drinks (except water) are not allowed into the Ruth N. Halls Theatre or on stage at any time.
- Painting must be completed and dried before entering the prep areas or stage. Items with wet paint will not be allowed on stage.
- Confetti, glitter, powders, and other such effects are not allowed in the seating area or on stage.

24. Liability

It is understood that the International Thespian Festival, LLC, the International Thespian Society, the Educational Theatre Association, and Indiana University, their members, officers, directors, or employees, shall not be responsible or liable for injury to any person or persons, or for loss of, or damage to, any property belonging to any troupe and/or individuals assisting a troupe with their production.

BACKSTAGE EMERGENCY PROCEDURES

Responsible Personnel

In case of any type of emergency the following person will be in charge of the stage area.

Production Manager	Trish Hausmann
Festival Venue Head Carpenter	TBD
Festival Venue Head Fly Operator	TBD

Members of the performing company and their stage crew will follow these individual's instructions due to their knowledge of the facility.

Exiting Directions

When the fire alarm or sprinkler system is activated and/or an announcement is made please do one of the following:

Performers and Crew

(behind the proscenium arch)

Evacuation via an Outside Exit

- If on stage exit to the corridor stage left and go immediately outside.
- If in the dressing rooms follow exit signs to the corridor and go immediately outside.

Evacuation meeting point/assembly area for backstage evacuation is the corner of 7th Street. and Stadium Drive to the north and parking lot between the Jordan Ave Garage and the Admissions office to the south.

Invacuation to the Basement

- If on stage exit stage left, turn left in the corridor and take stairs near the elevator down one floor to the basement.

Troupe Members and Crew

(in front of the proscenium arch)

Evacuation via an Outside Exit

- If the program has cast members on the orchestra pit/thrust area, they will be considered members of the audience and should exit via the apron steps, go to the nearest exit, follow FOH staff instructions and go immediately outside.

All crew members working in the house will be considered members of the audience and should go to the nearest exit, follow FOH staff instructions and go immediately outside.

Invacuation to the Basement

- If the program has cast members on the orchestra pit/thrust area, exit upstage left, turn left in the corridor and take stairs near the elevator down one floor to the basement.

All crewmembers working in the house will be considered members of the audience and should follow the instructions of FOH staff.

Additional Information

If for any reason medical assistance is needed, contact the Venue/Festival Deck Carpenter or Props Master and he/she can radio for assistance.

For your safety, the Ruth N. Halls Theatre is equipped with battery powered emergency lighting. In case of a power failure this system will engage automatically.