



THE WALTER  
**TRUMBAUER**  
HIGH SCHOOL FESTIVAL

**Walter S. Trumbauer State Theatre Festival**  
**November 29 - December 2, 2023**



CINEMATIC  
*ARTS and THEATRE*  

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University of NORTH ALABAMA

**ONE ACTS & STUDIO EVENT**  
**PREPARATION GUIDE**

**Trumbauer State Theatre Festival 2023**  
**hosted by**



**ONE ACT LOCATION:**  
**NORTON AUDITORIUM**

**Points of Contact:**

Meghanne Helms – meghannehelms@gmail.com | (205) 907-8123  
(ACT One-Act Contact)

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(UNA Technical Director)

Thomas Butler – tbutler4@una.edu | (256) 765-4176  
(UNA Assistant Technical Director)

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(UNA Assistant Professor of Theatre)

**NORTON AUDITORIUM INFORMATION:**

Address: 500 N Pine St, Florence, AL 35630

General parking located along Pine Street, Court Street, and several surrounding parking lots.

Scenery Truck Parking: 216 W Irvine Ave, Florence, AL 35630

Norton Auditorium Loading Dock located on Irvine Avenue

## LOAD-IN

All Friday shows will load-in Thursday evening to the Norton Set Shop, then move their trucks to Lot W on Cedar Street.

At the conclusion of Friday's shows, we will load-in Saturday's.

Detailed load-in schedules will be sent via ACT.

Shows will load into a 10'x10' square taped out in the loading areas. Three squares are located onstage and six squares are located in the set shop. All groups should prepare to be in the set shop as there is no guarantee to be on stage.

**Rollup door between scene shop and stage is 11'6" tall x 10' wide (smallest doorway for scenic to cross through).**

Groups participating in the One Act competition will have a brief tech orientation/space walk-through on Thursday. These will start as early as 8:00pm. Groups should use the allotted time to familiarize themselves with Norton technical equipment as well as onstage/backstage areas.

Details of load-in schedule will be provided to you by ACT. Setup will be the same for all participants.

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## RUN OF SHOW

### **Markings:**

The stage will have a center line marked with dark tape from Downstage Center to Upstage Center and will be based on the light plot. “Go lines” will be taped upstage and on each side of the stage to indicate offstage. Upstage “go line” will be at mid-stage curtain.

### **Curtains:**

The main curtain can only be raised guillotine style, it does not travel. You may choose to load-in with the curtain closed. There is 20ft of stage downstage of the main curtain when it is closed.

Norton has a black mid-stage and purple mid-stage curtain, both are guillotine style and do not travel, but do split in the middle. Norton has three pairs of flat, non-traveling legs. One pair is located downstage, one mid stage, and one upstage. The legs do not travel. Mid-stage curtains and legs will be flown at the end of each show to allow easier access on and off stage.

Norton has a cyclorama and black curtain upstage for backgrounds, both of which allow a crossover upstage.

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## RUN OF SHOW

### **Dressing Rooms:**

There are 2 large (20 person) and 4 small (2 person) dressing rooms that can be accessed by a stairwell on stage right or stage left. There is a greenroom located downstairs as well that will act as the holding room for costumes, clothes, personal belongings, etc. that will be monitored by North Alabama personnel. There is a wheelchair accessible dressing room available upon request, however, our downstairs dressing rooms do not have an elevator.

### **Sound:**

There will be an 1/8" TRS or USB connection available to the sound board. We are a LRC house. We can pickup sound inputs on either side of the stage, otherwise inputs will be at sound console. Tap mics will be placed downstage for light amplification. There will be 8 wireless communication headsets available to you.

### **Lighting:**

Lighting is divided into nine areas that range three across the stage and three deep (see below). Lighting is controlled by an ETC Element. Faders 1-50 will be preprogrammed for acting areas. The cheat sheet is attached below. There are 2 follow spots located upstairs.

## LIGHTING CHEAT SHEET

**Faders:**

Neutral Front Wash

7	8	9
4	5	6
1	2	3

Fader 10 Full Front

Top Warm

17	18	19
14	15	16
11	12	13

Fader 20 Full Warm

Top Cool

27	28	29
24	25	26
21	22	23

Fader 30 Full Cool

Texture

37	38	39
34	35	36
31	32	33

Fader 40 Full Texture

Cyc

41	Red
42	Green
43	Blue
44	Amber

Full Wash With Face

46	Warm Wash
47	Cool Wash

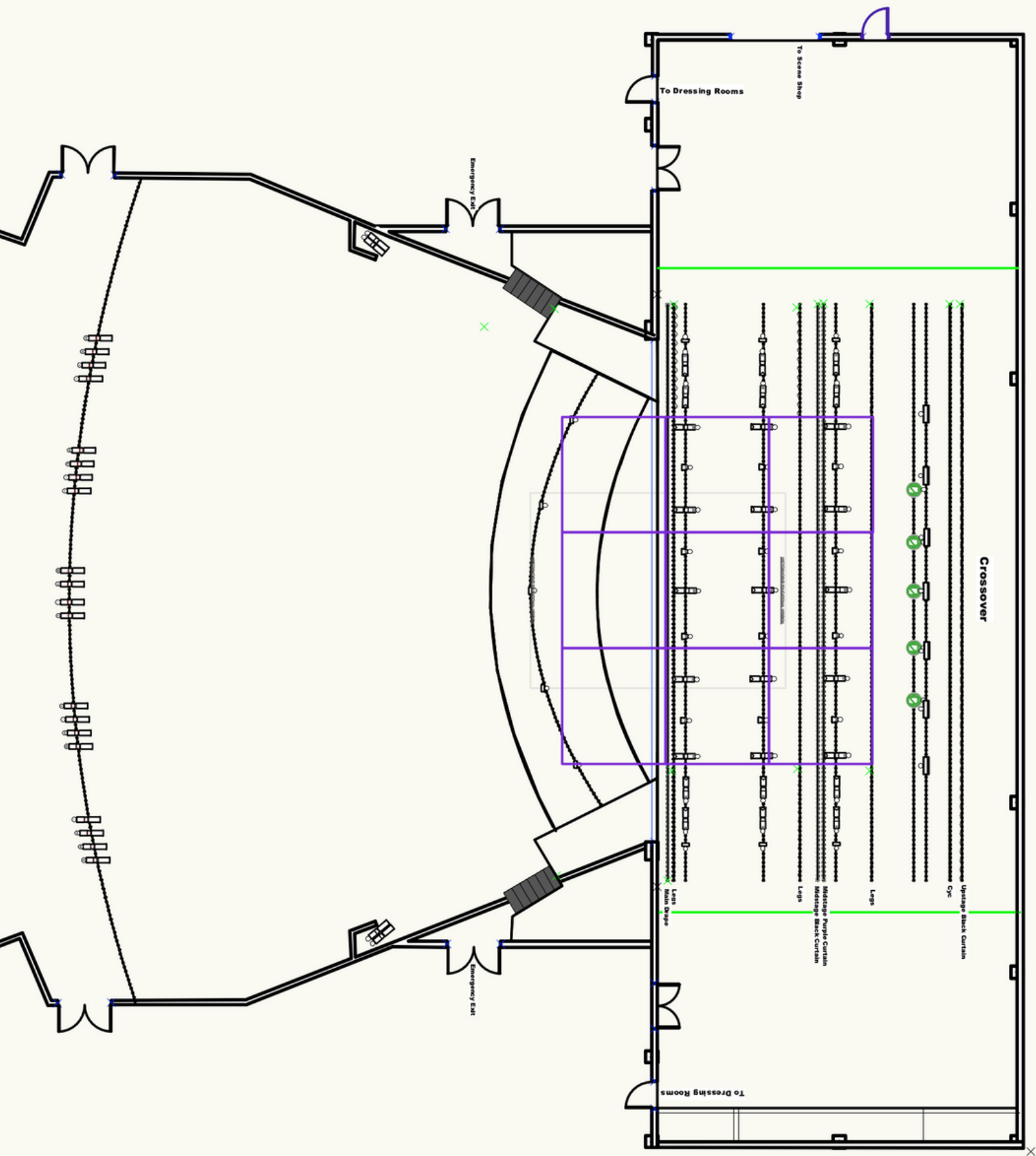
**You may record cues or faders. You have access to faders 51-60**

LIGHTING AREAS

<b>7</b>	<b>8</b>	<b>9</b>
<b>4</b>	<b>5</b>	<b>6</b>
<b>1</b>	<b>2</b>	<b>3</b>

**Audience**

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# Norton Auditorium Technical Specifications

This is a list of the basic information needed by visiting companies.  
For additional or more specific information please contact:

Ethan Franks  
Technical Director  
One Harrison Plaza  
UNA Box 5233  
Florence, AL 35632-0001  
efranks@una.edu 256-765-4649

**LOCATION:** Norton Auditorium is located on the campus of the University of North Alabama in Florence Alabama. It is on the corner of Pine Street and Irvine. Loading dock is off Irvine. There is an island in the middle of Irvine. To bring trucks into the loading dock they need to pull down the wrong way and back in to avoid the island and the utility pole at the drive.

**SEATING:** 1,500 seat house; Orchestra: 571, Mezzanine: 499, Balcony: 437. Balcony can be closed by closing front-of-house stairwells. Mezzanine and balcony can be closed with large curtain in the middle of house. There are 10 ADA compliant spaces available at all times at the back of the orchestra center section. The back row of Orchestra right and Orchestra left are also removeable in pairs.

**STAGE:** Dimensions 56 ft x 40 ft x 20 ft proscenium. Wings: 15 ft x 30 ft. Apron: 12 ft. Orchestra pit: Hydraulic lift 12 ft. (will stop at any level between stage and basement – green room) Stage hard wood covered with 1/4" plywood.

**CURTAINS:** Main rag is a purple split guillotine. Mid-stage curtain can be full pleated black or purple. Upstage Curtain is full pleated black or leno filled cyclorama. All teasers fly and can be moved if needed. There are also 3 sets of guillotine legs that can be moved. ALL curtains are manual. No travelling curtains.

**STAGE DIAGRAM:** Available upon request.

**RIGGING:** Single purchase fly system. 40 lines total, 32 manual and 8 motors. 4 motors are electrics and 4 are acoustic shell. 28 manual lines are available. Pipes are 60 ft. and clear 44 ft from deck.

**POWER:** House sound and lighting are powered separately. Touring production tie-in available, 3 phase cam-lock separate from house power.

## **SOUND:**

- 8 RCF Hdl6 line array (Mono Hang) 2 RCF Hdl6 front fill
  - 2 RCF TT22 (Stereo Hang)
  - 2 RCF 8003 Subwoofers
  - 2 RCF 8004 Subwoofers
  - 4 RCF Hd32 wedges
  - 4 RCF 310 wedges
  - 16 Cad Live Series 3000s Mic Receivers
  - 16 Beltpacks with Countryman, Lav, and ¼ inch inputs
  - 6 Wireless Handhelds
  - 8 Sennheiser EWD Beltpacks with Countryman
  - In house console: Behringer WING
  - or X32
  - S16 Stage Box
  - 3 SD8 Stage Boxes
  - 2 One-ton motors (for stereo hang)
- Additional sound inventory found in attached inventory document.

## **LIGHTING:**

- Full LED Stage wash (Pars and Ellipsoidals)
- 14 Chauvet MK1 Hybrid
- 3 – 10ft truss
- 2 – 5ft truss
- 2 – 3ft truss
- 5 – Truss Baseplates
- 6 – 7' Light Trees
- 2 – Lycian 12HP Spotlights
- Controlled by ETC Gio
- Full lighting inventory available upon request

## **PROJECTION:**

- 1 12K lumen Laser Projector
- 1 8k lumen LCD Projector
- 3 Different size projector screens (size available upon request)

WE DO NOT PROVIDE GELS. PLEASE BRING YOUR OWN GELS. We have frames for our lights. Instruments can be moved from usual positions upon request. Light plot available upon request.

**DRESSING ROOMS:** 6 located under the stage 2 large (16-24 people) 2 semi-private suites (2 dressing room (2 people) connected with facilities). One large and one suite located on each side of stage. All dressing rooms have hot and cold water, lights mirrors, toilets, and showers, and sinks.

**GREEN ROOM:** Dimensions: 56'x40'. Located directly under stage between dressing rooms. Stage access: East and West stairs on either side of stage lead to dressing rooms, green room, and washer/dryer. It should be noted that some of the green room is also used for storage for the University theatre program.

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**Studio Preparations**  
**The Mane Room**

**Points of Contact:**

Meghanne Helms – [meghannehelms@gmail.com](mailto:meghannehelms@gmail.com) | (205) 907-8123  
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Ben Flippo – [bwflippo@una.edu](mailto:bwflippo@una.edu) | (256) 765-4816  
(Mane Room Manager)

**MANE ROOM INFORMATION:**

Address: 310 N Pine St, Florence, AL 35630

General parking located along Pine Street, Court Street, and  
downtown parking deck

## RUN OF SHOW

### **Walk-Through and Load-In**

Each studio piece will have a load-in and setup time according to Trumbauer event rules. Shows will load-in through stage left door.

### **Furniture:**

The following set pieces will be provided in the space for those who wish to use them:

3 acting blocks

2 chairs

1 table

All pieces will be weight-bearing and painted black. You may only use a maximum of 8 acting blocks, regardless of where they come from.

### **Background:**

The Mane Room contains an upstage dark blue curtain (traveling) that can be opened to reveal an exposed brick wall. There is no protected crossover if the curtain is open.

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## RUN OF SHOW

### **Sound:**

There is a 1/8" TRS connection for phone or computer input located at the back of the room.

### **Lighting:**

Lighting provided by venue can only be used for lights up and lights down with the exception of warming lights for any scene change, set-up or tear down. Lighting will be a general wash (not seperated into areas). No additional lighting equipment may be brought in with the exception of hand-held props (I.e. flashlights) which may not exceed 12inx10inx8in

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