

## 2024 ILLINOIS HIGH SCHOOL THEATRE FESTIVAL SHOWCASE PRODUCTION - TECHNICAL GUIDELINES

Showcase productions will have approximately **15** minutes for set-up and **5** minutes to strike. Technical support is minimal; lights are "on and off." There is no storage for props, scenery, etc. Dressing rooms are not provided. Sound equipment/system, if used, must be provided by the producing school. Practicing setting up and striking the set in advance can help work out potential problems and save valuable time at the Festival.

A floor plan will be provided at the December 3 Directors Meeting.

**Schools are expected to:** Provide all tools, hardware and materials necessary for set assembly and strike.  
Strike the show immediately following the final performance.

Hanging or flying of scenery is not allowed for showcase productions.

While the Festival Technical Director and Technical Staff will discourage the use of any scenery that obviously appears unsafe, all scenery that is brought by the school is used at the sole risk of the school producing the show. The producing school shall be fully liable for any damage or injuries occurring on or around or are caused by scenery and equipment that they provide.

All scenery and large prop items must pass a flame test (self-extinguishing when flame source is removed). Any use of live flame onstage must be approved in advance by the Festival Technical Director. Candle or match size flames are the only type of live flame that will be considered for approval.

Any use of firearms in Festival Productions must be approved by Festival Technical Director prior to the December 3<sup>rd</sup> Directors Meeting. The only type of firearms that will be considered for approval are weapons that in no way could fire live ammunition of any sort, including pellets or paint balls. Starter pistols or other weapons designed to exclusively fire blanks and have a blocked barrel may be considered for approval. A school must provide a detailed handling and storage plan for how the weapon will be utilized, including off-site storage before and after the show, before such a request will be considered. Such a plan will generally require that a responsible adult handle and deal with the gun when it is not actually onstage and that it be stored in a secure manner out of sight. Any show that is granted permission to use replica firearms must display signs in the lobby and in the program indicating that a replica firearm is used in this production. The weapon must be inspected by the Festival Technical Director during load-in; regardless of prior approvals. Any weapon deemed to be unsafe or without a proper handling procedure will not be allowed on stage.

**Due to smoke detectors and liability issues, no smoke machines or pyrotechnics may be used in any space.**

**I have received a copy of these guidelines. I accept the liabilities indicated and agree to abide by all guidelines.**

\_\_\_\_\_  
**Signature of Producing School's Technical Supervisor**

\_\_\_\_\_  
**Signature of Producing School's Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of School**

\_\_\_\_\_  
**Title of Production**

**ANY SCHOOL THAT BREAKS THE POLICIES WILL BE SUBJECT TO EXCLUSION FROM SUBMITTING A SHOW TO THE FESTIVAL IN THE FUTURE. PLEASE SIGN ONE COPY OF THIS SHEET AND RETURN TO ILLINOIS HIGH SCHOOL THEATRE FESTIVAL. YOU WILL NOT BE ABLE TO PARTICIPATE UNLESS WE HAVE THIS FORM ON FILE. Directors of selected productions MUST attend a directors meeting on Dec 3 at ISU starting at 10:00 am.**

**This form must be received by September 15, 2023.**

**MAIL:** ISU Conference Services  
Attn: IHSTF Production  
C.B. 8610  
Normal, IL 61790-8610

**SCAN / EMAIL TO:** [mdrhoa1@ilstu.edu](mailto:mdrhoa1@ilstu.edu)

**FAX TO:** 309-438-5364

If you have any questions, please feel free to contact the Associate Director for Play Selection:

**Andy Bero:** [playselection@ihstf.org](mailto:playselection@ihstf.org)