



WELCOME!

We are so excited you are interested in joining The MAIN and participating in our Stage on Screen Theatre Festival! We have now produced numerous online productions and we have compiled a list of guidelines to ensure that your show goes well within this format. We understand every show is unique and we encourage you to be as creative as possible despite the limitations of Zoom. If you have exciting new ideas involving the technical and design elements, by all means, GO FOR IT! Please email calliautumn@gmail.com if you have any questions and Calliope will be happy to help you.



Once you are submitted into the festival, this is what **we will need** from you:

- ◆ Promo picture (see “promo material” below) needs to be sent ASAP!
- ◆ Cast & crew list with roles (please double-check spelling before sending)
- ◆ 60-80 word bios from all actors and crew
- ◆ Headshots from all actors and crew (Crew does not have to, if they do not want to)
- ◆ Where you'd like the donations to go: actors, company, charity; see 'Donations' below

TYPES OF PLAYS

- Full length plays should be about 1 hr 40 minutes and not more than 2 hours.
- If you are doing a combined show (multiple one-acts) the show may not be longer than 2.5 hours total, not including the talkback
- Intermissions usually last between 5-8 minutes
- If you are doing a one-act, you may choose to not have an intermission, but please be aware that your overall donation amount may be lower than average because the intermission is when people are most inclined to donate
 - One-acts should be less than 1hr 40min

PROMO MATERIAL

- We will create the promo material for you!
- Please send us a *tagline* along with a *picture/color palette/aesthetic/theme* that reflects your show so that we can create these 5 images for you, including:
 - Square for instagram posts
 - Rectangle for instagram story (featuring cast/crew names)
 - Facebook cover photo banner
 - Program slideshow before the performance (featuring headshots/bios)
 - Intermission card
- Send this to us ASAP so that we can start on your promo material right away and so that you can post it well before your show!

MAINcast INTERVIEW

- Stephan and Calliope will interview you over Zoom on Monday at 12:00 pm the week of your show
- It will only take about 30min to 1 hour
- We can interview up to 4 people
 - We prefer to have a mix of cast and crew (usually the director plus 3 actors)
 - We are happy to accommodate whomever is available and comfortable speaking in an interview format
- The recorded video will be posted on Tuesday the week of your show at 7:00pm on The MAIN's Facebook page, where you can share it on social media and send it to your family and friends
 - **August 25, September 1, 8, 15, 22, 29, October 6, 13**
- Calliope will send you an email with the interview questions and the zoom link the weekend before your show

DONATIONS

- All shows are FREE for patrons!
- But there is an option to donate! You may choose for the \$\$ to go to one of the following:
 - Split evenly amongst cast/crew to support your work as individual artists
 - Your theatre company to be put toward future shows
 - To a charity of your choice (that we can promote in your promos, during pre-show, and intermission)
- The MAIN will make the full donation to the charity on behalf of your production and provide your company with a receipt from the organization
- Regardless of the option you choose, all patrons will donate to Calliope's venmo so that The MAIN can keep a record of how much was donated. Your company will be sent a receipt within 3 days of the performance.

ZOOM THEATRE GUIDELINES

GENERAL

- Hide non-video participants
- Gallery view for rehearsals and performance (not speaker view)
- Reliable wifi! Get as close to your router as possible and it's better if there aren't any competing devices using the same internet signal.
 - Turn off wifi on cell phones, use data (but make sure notifications are off)
- Put computers on "do not disturb" mode so that we don't hear extra notifications
- You may not read stage directions!
 - Either use a sound effect or open another screen to show certain props/images (or screen share if necessary)
 - Reading stage directions are incredibly distracting for audience members because it completely takes them out of the world of the play. They should be acted or implied or "off-screen" or you can find a unique way to portray what is happening through shadow-puppets
 - We understand that every play has its own unique set of requirements, so please ask if you need help with this element

ACTORS

- Articulate! Diction! Don't speak too slow, but make sure that in your good pacing, you still articulate
- Change name to character name (if multiple characters, change it throughout the show, don't use "/")
 - This can also be controlled by the stage manager (make sure they are granted "host controls") if the actor doesn't have time to change it during a quick change
- Blocking: en/ex with camera/mic, make sure it goes in order of how you want the scene to be set
 - actors appear chronologically in gallery view when they turn on their camera
- No headphones or airpods
 - They are distracting and usually do not fit within the word of the play
- Must be memorized! This encourages the actors to focus on the story and their scene partners instead of finding/losing their place in the script.
 - *IF* they are reading, the script must be on screen, not a physical paper script, and they have to be discreet when scrolling through the document so we don't see their hand
- Consistent camera placement
 - all heads should look like the same size and take up the same percentage of the screen (unless it is for a specific effect)
 - Your actors can...
 - look straight at the camera as if they are looking thru the lens into the other actors' eyes (If you choose this, make sure there are no weird angles from different computer heights)
 - look to the side so that they are physically looking at the "zoom box" of another actor from the audience's perspective
 - feel free to experiment with these options and come up with something new!

COSTUMES

- Keep all costumes in the room so they can do quick changes between scenes
 - (recommended actors cover their camera or turn around the screen to make sure they won't be seen if they accidentally forget to turn off their camera/mic when changing)
- We recommend a clear costume design to keep all actors within the world of the show. We encourage you to reach out to costume designers to help you coordinate costumes!
 - Some teams have even dropped off certain pieces to their actors' homes or shipped materials to them.
 - Please practice safe social distancing if you drop off items in person

SET DESIGN

- Plain background, preferably the same color wall. Or it is specifically crafted/designed.
 - If they do not have a blank wall, they can hang up a sheet behind them
- Virtual backgrounds can work sometimes, but they need a very solid wall or full green screen.
 - Costume can't have the same color as screen/wall, otherwise they'll blend into the virtual background
- No weird echos in their room, make sure their voices are clear and clean
- Sets can change to denote different locations:
 - Actors can turn their camera and use different corners of their room or they can go to a different area of their house that has a different color wall
- If you want to be more creative, actors can set up furniture or other set pieces around them so they can act in a more fully realized location

PROPS

- Can be "passed" underneath the camera or side-to side. Make sure the prop is taken before actor brings their hand back
 - If more than one actor is passing the same prop, make sure the props look as close as possible, or that your company orders the identical items and sends them to their house.
 - Paper items can be printed

LIGHTING

- Light should fall evenly across their face
 - unless it's a deliberate and crafted choice to have different light/color on certain person or in certain scene
- Use front light, so there's no shadow
 - Natural light from a window is inconsistent between **7-9pm**, so you can't rely on outside light
- Actors need good make-up and check that it works with the lighting

SOUND

- "Share computer sound" for sound effects
 - Set these levels beforehand to make sure they sound good on everyone's computer
 - QLab works best for running sound. Change the source to Zoom
- Pick house music for pre-show (with program slideshow that we will send you) and intermission (with graphic we will provide)

SCENE CHANGES

- A tech person can cover their camera and change their name to [spaces] so it's blank and turn it on/off for the scene changes so zoom doesn't default to the white info screen
- Or you can denote time changes/locations on these screens by making that image your virtual background (please ask for more info on this)

SHOW TIME

PRE-SHOW

- We will send you the zoom link for the Friday night performance.
- **6pm** - cast/crew call time. You can go over last-minute tech issue or do a group warm-up
- **6:30/6:40pm** - I will admit patrons from the waiting room into the zoom room while the program slideshow (provided by us) and house music is playing
 - We will make the program slideshow for you. This is where all the bios and headshots are used (besides on social media)
- **7pm** - tell the chat that the show will start at 7:05
- **7:05pm** - Calliope will say the welcome speech and give instructions to audience members
 - those same instructions will also be written out in the chat
 - You are welcome to give a ***director's speech*** if you'd like!
- We will only admit patrons during a scene change, but not after 7:20, unless you want to admit them during intermission

PERFORMANCE

- Host controls granted to Stephan, Calliope, director, and stage manager
- Calliope and Stephan will control the chat and the waiting room
- Waiting room description will be updated each week
- We have “webinar access” which means we can hold up to **300 people** in the live performance
- If your play is original or public domain, we can record the performance for you and send it to you through Dropbox the day after your show

TALKBACK

- Stephan will moderate a talkback after the curtain call of your show, where the audience members can ask questions to the cast and crew
 - Everyone (cast, crew, audience) can turn their cameras on (if they'd like) to say hi to each other!
 - Talkbacks last between **15-30 minutes**