



WELCOME!

We are so excited you are interested in joining The MAIN and participating in our International 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 and use the limitations of Zoom to your advantage. If you have exciting new ideas involving the technical and design elements, by all means, GO FOR IT! Please email cweisman@santa-clarita.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!
- ◆ Basic production info (play title, description, director, company, etc)
- ◆ 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
- ◆ Complete list of all cast/crew emails so we can send Panelist links for Webinar

TYPES OF PLAYS

- All plays must be rated G, PG, or PG-13. Please ask for specific rating information on strong language.
- 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 hours and 15 minutes 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 the week of your show (time TBD)
- It will only take about 30 minutes 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 PST on The MAIN's Facebook page, where you can share it on social media and send it to your family and friends
 - **January 19, 26, February 2, 9, 16, 23, March 2, 9**
- Calliope will send you an email with the interview questions and the zoom link the weekend before the interview

DONATIONS

- All shows are FREE for patrons!
- But there is an option to donate! You may choose for the donations 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)
- We will promote the donation option you choose on your promo images and the Facebook event
- Patrons will donate to your theater company's venmo or paypal account

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
 - 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 another unique way to portray what is happening
 - 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)
 - 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: enter/exit 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 world 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
- Experiment with unique camera angles and use depth in your space
- If the characters are supposed to share the same space, use consistent camera placement
 - all heads should look like the same size and take up the same percentage of the screen
 - 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

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

COSTUMES

- Hire a costume designer so they can coordinate all the costumes to fit within the world of the show
 - You can ship materials to your actors or drop-off items in person (please practice safe social distancing)
- Keep all costumes in the same room so they can do quick changes between scenes
 - Actors should physically cover their camera or turn around their laptop to make sure they won't be seen/heard if they accidentally forget to turn off their camera/mic when changing

SET DESIGN

- Be creative!
- Have your actors set up furniture or other set pieces around them so they can act in a more fully realized location
- Change sets 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
 - Examples: walk around the house, lie on the bed or couch, sit on the floor, use bathroom mirror, go outside, set up wide shot of the entire room, etc
- If you are not able to design different sets, please use a plain background, preferably the same color wall
 - 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

LIGHTING

- Light should fall evenly across their face
 - unless it's a deliberate and crafted choice to have different light/color in certain scene to coordinate with the set
 - Experiment with different light sources for unique effects
- Use front light, so there's no shadow
 - Do not rely on outside light because it will probably look different at night
- Actors need even make-up and make sure that it looks good 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 play for you) and intermission (with graphic we will provide)

SCENE CHANGES

- Create designed scene change graphics/video interludes to play in between scenes
- 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 panelist link and guest link for the performance on Friday night (in your timezone)
- **6pm PST** - cast/crew call time. You can go over last-minute tech issue or do a group warm-up
- **6:40pm PST** - Program slideshow (provided by us) and house music are playing. Then we stream to FB live and start the webinar. Then patrons from waiting room will be admitted immediately into the show
 - We will make the program slideshow for you. This is where all the bios and headshots are used (besides on social media)
- **7pm PST** - tell the chat box that the show will start at 7:05
- **7:05pm PST** - Calliope will say the welcome speech and give webinar 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 **100 people** in the live performance
 - First 100 people will be able to participate in the talkback
 - The rest of the audience (unlimited #) will be able to watch the show from facebook live (stream will stop before talkback to protect privacy)
- 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
- We are in the process of providing captions for each show for our deaf/hard-of-hearing audience plus as a translation if your play is not in English

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
 - Cast & crew will use their mics & cameras
 - Audience members can type questions in the Q&A or write comments in the chat. They can “raise their hand” for permission to turn on their mics to ask their question out loud
 - Talkbacks last between **15-30 minutes**
- We will have a live talkback after the show for your audience in your country. When we play the recording of the show for our audience in CA, we would love to have another talkback featuring a few people from your production that are willing to answer questions live at about 9pm PST when the recording is over if they are available to accommodate our timezone