

# VelocityDC 2016 Technical Information

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## Arrival/Security

Sidney Harman Hall is most easily accessible by metro (Gallery Place-Chinatown stop). Street and garage parking are also both available in the Penn Quarter. Unfortunately, The Shakespeare Theatre does not have any parking deals with local garages.

When you arrive, please use the stage door on 6<sup>th</sup> Street NW. It is located across the street from the Fire House and will be marked as “Stage Door.” **Always** use the stage door to enter and exit the theater. You will not be allowed to enter or exit through the front lobby.

When you arrive, check in with security at the stage door and you will be issued a sticker for that day. Unless you are onstage, please keep this on you at all times. For security reasons, you may be asked to leave the building if not displaying a sticker with the appropriate day.

If you have large costume pieces/props that need to be unloaded, please arrange with Gordon prior to your arrival. You may store these items on-site between your rehearsal and performance.

## Rehearsal

Please try to offer as much daytime availability for your rehearsal as possible. Nearly everyone prefers the evening but we have very few evening slots. In a festival environment we are not able to accommodate all requests so the more daytime availability you have the better your chances are of getting your preferred time. You will be assigned a 30 minute rehearsal slot and that will be the **only** time you can work onstage prior to your performance, even if performers or design elements were not present for the rehearsal.

Please arrive with enough time to find your dressing room and arrive backstage at your appointed rehearsal time. The schedule is very tight and we have very little flexibility so we must always end at the scheduled time regardless of artist arrival.

When you arrive backstage, please check in with a member of stage management, who will be wearing a STC ID. Please do not enter the stage area until you are given the go ahead from stage management.

For liability reasons, if no members of the STC staff are backstage, no one is allowed on the stage or in the backstage area.

The Forum is available for warm-ups following the conclusion of the RAMP! performances. Please do not move any of the chairs in the Forum.

Filtered water will be available in the Green Room and backstage. We encourage you to bring your own water bottles as well.

## Music

If possible, please email your music in advance so that we can have it ready when you arrive. If this is not possible please give your music to stage management when you get to the stage.

For Harman Stage performances please bring music on a disc or thumb drive in CD or MP3 format. **No iPods.**

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## Dressing Rooms

Everyone will be assigned a dressing room to use. These will be indicated on the doors by Men/Women and the Company name. Please only use the dressing room which you are assigned. If you are performing for more than show, you are welcome to keep items in the dressing rooms, but please take them with you after your final performance. Please note that there are a lot of companies sharing the dressing rooms throughout the week.

Please do not bring valuables with you to the theater. There are a lot of people coming through the building and while we make our best efforts, we cannot guarantee safety of your personal belongings.

## Wardrobe

STC will have wardrobe staff on site to assist with steaming, ironing, and any small issues that arise. Please do not wait until the last minute to bring them your costumes if you need assistance.

## Performance

Companies may arrive up to 1 hour prior to curtain for all performances.

The Forum will be available for warm-ups at the following times:

Evening performances- after RAMP! concludes at 7:30pm

**(Please do not move the chairs)**

Light snacks and water will be available in the Green Room.

Stage Management will page your company when you are needed for your performance. Please do not come backstage prior to being paged.

Once your performance has finished, please leave backstage and head back down to the dressing rooms. You may watch the rest of the performance on the monitors in the dressing rooms, the green room or outside the Forum.

30 minutes after the performance has concluded, dressing rooms will be locked. Please make sure you have your personal belongings and depart prior to that.

## Size of Dance Space:

**Forum (for RAMP! Performance):**

15' deep x 25' wide

**Apron of Harman Stage (for Thread performances):**

4' deep x 40' wide

**Curtain to upstage black/white of Harman Stage (performances WITH marley):**

31' deep x 40' wide

**Upstage of curtain line of Harman Stage (performances WITHOUT marley – i.e. wood):**

13' deep x 40' wide

## Special Technical Needs

You are guaranteed a performance space with a Marley dance floor and theatrical lighting in the Forum and Harman Stage only. Apron and site-specific will not have Marley. The Harman stage has the option of a white cyc or full stage black curtain. Any needs beyond these must be specified in your application and be approved in advance. Additional needs may include things such as: a hard dance surface, musical instruments, special micing needs, participant provided props or furniture.