

## **2024 GTC Ray Horne Festival Guidelines**

- *The Ray Horne Festival is Georgia's pre-qualifier competition for the Southeastern Theatre Conference (SETC). The two shows that rank as "Best in Show" will represent Georgia in the Secondary Festival at SETC (March 19 - 23, Baltimore MD). If either of the top two is unable to compete, the third highest scoring show will be notified to take their place.*
- *Due to the Horne being a pre-qualifier, Festival rules mirror guidelines used at SETC. Any differences between the two will be highlighted in gray.*
- *If a show goes overtime (45 minutes) no matter their score, they will not be passed on to SETC.*
- *Space specs are yet to be posted. GTC 2024 will be hosted by Brenau University and the Gainesville Theatre Alliance. Keep checking the GTC website to stay up to date.*

### **PRODUCTION MATERIALS:**

*All competing shows at GTC must provide the following information to the festival chair. These items can be emailed to GTC Executive Director, Jono Davis at [exdir4gtc@gmail.com](mailto:exdir4gtc@gmail.com) prior to arrival at convention, or they can be turned in during online registration. If you show up to check in without necessary materials, you will be directed to turn them in before your group can take the stage.*

- REGISTRATION PAID
- CAST & CREW LIST: Participating schools need to provide a cast/crew list to be given to the adjudicators. The more specific you can be to denote your ensemble players, the better! Adjudicators like to give out individual awards.
- PROOF OF RIGHTS: All schools must submit documentation to prove their show's rights have been paid for. This document can be the receipt from the publishing company confirming the school's payment.
- PERMISSION TO CUT: If anything has been cut from the production, approval of cuts / changes needs to be documented. This can be an email from the publishing company that you forward to us.
- PRINCIPAL'S APPROVAL: This letter documents that the contents of the performance are approved by your principal.
- WEAPON'S APPROVAL: (if applicable - see Technical Elements Below)

### **TECHNICAL ELEMENTS:**

- Nothing can be secured onto the host's stage, fly system, soft goods, etc.
  - The host school's cyc, upstage traveler, mid-stage traveler, and/or grand drape may be used. Please let a host school technician know if you would like to use any of these soft goods. When soft goods are set (with time starting or during walkthrough) varies from host to host; see the space specs for details.
- NO ATMOSPHERICS OF ANY KIND ARE PROHIBITED.

- Participating productions must provide all technical materials and equipment *unless the performance venue makes said material or equipment available to all participants.*
- SCENERY:
  - All sets must be flameproof. No live flame is allowed.
  - See space specs for special effect limitations; this regulation is dependent on the host site.
- LIGHTING:
  - GTC's host will have a full lighting system with pre-programmed sub masters available for every production. Participating productions are not allowed to record cues on the host school's system, nor are they allowed to hook anything directly into the host system. Please see space specs for more details.
  - Special lighting effects must be supplied by the participating production; there will be no pre-recorded effects on the host school's sub-masters. If extra instrumentation is used, it must be provided by the producing school. If instrumentation is placed within the playing space, it can go in at the start of the 45 minutes. Instrumentation can be tested onstage during walk through.
- SOUND:
  - GTC's host will also provide an audio hookup into the house sound system. GTC Host will NOT provide any microphones to participating productions. Please see space specs for more details.
- WEAPONS:
  - Real weapons of any kind, such as a sword or knife, etc., cannot be used.
  - **Schools using simulated weapons must carry with them a letter from the school principal authorizing their use, and must confirm permission with the site host that the use of simulated weapons is allowed by the host school and/or system.** Use of simulated weapons cannot be in violation of any local board of education policy of the participating school or the host site. Violation of this rule will result in disqualification (zero tolerance rule). Contact the host school for any clarification of their rules. *Please forward the Principal's Weapon Authorization letter to the festival chair at gtcsecondary@gmail.com.*
  - If you show up to check in at registration without your Weapons Authorization Letter emailed, you will be directed to turn it via hardcopy OR to email. If a weapon is used on stage without written permission from the school and host, the production will be disqualified.

## FESTIVAL OUTLINE

- **LOAD IN:** Host & GTC hands will direct competing productions to their staging area (box). You must bring your own technicians to unload your show equipment. Host site hands are instructed not to touch any production materials.
- **STAGING EQUIPMENT:** All materials used in the production must fit safely (as determined by the Festival Director) into an assigned 10' x 10' box at load in. If it is used in the production, and it's not a hand prop or costume, it can't be set up prior to the show's walkthrough.
  - ***Please note that for GTC, props, scenery, extra lighting equipment, and extra sound equipment needs to fit in this box.*** Height is only limited by the space; see the space specs for details. ***If it does not fit in your 10' x 10' box, then it cannot be used during the production.***
  - Per SETC Guidelines, your costumes do not need to fit in the 10 x 10 box.
- **WALK THROUGH:** All sound, lighting, scenery, props, etc., must stay behind the "ready line" and can't be preset until 15 minutes prior to the school's performance time (as long as the previous school's production has ended). If anything crosses into the acting area, the time will begin. The host crew will work with the director, cast, and crew of each show to prepare for performance by answering questions, clarifying go lines, and walking technicians to the tech booth. Each participating production is responsible for setting, striking and clearing the playing space.
  - The only exception will be to move pieces behind the SL & SR go lines downstage of the proscenium. This will be coordinated with the Festival Stage Manager prior to the school's 15 minute walkthrough.
  - *Once again, note that if you have portable / extra lighting and sound equipment, it can still be set up in the house during your 15 minute walk through, and left up until the applause after your show.*
  - ***If you go over your fifteen minutes, additional walkthrough time will be counted as a point deduction of 2 points off per 15 seconds.***
  - *Due to crowd concerns and festival timing, the house will NOT be cleared of the audience between each performance for walkthrough. Adjudicators WILL be cleared from the house for walkthrough.*
- **DRESSING ROOMS:** When make-up and dressing facilities are available, participating productions will have access to rooms with the same accommodations, one-hour preceding their performance. For example, if you are Show #3, you will be in the dressing room during show #2's set up & performance time.
  - Each school will have ONE dressing space for the entire company. Please come prepared with underclothes or curtains if needed.

- **ACTING AREA:** The acting area will be determined by the Festival Director. All “ready lines” (AKA Go Lines) on the stage will be taped down and will be clearly defined by the Festival Director during each school’s Walk Through. The acting area may extend into the house depending on the layout of the performance venue. *Please note that if you have portable / extra lighting and sound equipment, it can still be set up in the house during your 15 minute walk through, and left up until the applause after your show.*
  - If you use confetti, glitter, or another form of messy stage clutter, you must pick up every piece as part of your 45 minute time frame. Please see the space specs for the host’s guidelines on the allowance of clutter.
  - Spike tape can be placed onstage during the walk through. The tape will be struck *after the performance time ends* by the host school volunteers.
  - **FLOOR PLAN:** Each participating production will be provided with a floor plan indicating the size and arrangement of the Festival stage. Please see the space specs for the floor plan.