IU STUDIO THEATRE FACILITY AND GENERAL INFORMATION for the International Thespian Festival

275 N JORDAN AVENUE | BLOOMINGTON, IN 47405
theatre.indiana.edu
WELCOME!

We are thrilled to host the Freestyle Theatre performances at the International Thespian Festival. Our staff is committed to providing an enjoyable, educational, and safe experience for you and your cast and crew.

This reference guide contains the technical specifications and general information you will need to know before coming to our facility. If at any time you have questions or concerns, please contact the Freestyle Theatre Coordinator (Jim Curtis, 513-977-5528, jcurtis@schooltheatre.org) or the International Thespian Festival Office (Nancy Brown, 513-977-5525, nbrown@schooltheatre.org).

Once you have read all the regulations and are able to abide by all the rules within, please complete the acceptance form. Complete the form in full; the more information you provide, the better ITF and venue staff can help you present a successful production.

FACILITY INFORMATION

Theatre Name: Studio Theatre

Address: Lee Norvelle Theatre & Drama Center
          275 N. Jordan Avenue
          Bloomington, IN 47405

Main Telephone: 812-855-3602

Capacity:
- Main Floor: 60 seats
- Total: 60 seats

Wheelchair and companion seating are available.

Directions to the Studio Theatre (via Lee Norvelle Theatre & Drama Center)

From Indianapolis
Bloomington is approximately 45 miles south of Indianapolis.
- Take Indiana 37 south past Martinsville.
- Take the Walnut St. exit; this is the first Bloomington exit.
- Walnut St. turns into College Ave. Travel south on College Ave. to 10th St.
- Turn left, heading east on 10th St. approximately 13 blocks.
- The fifth stoplight is Jordan Ave. Turn right on Jordan Ave.
- Go to the next four-way stop and turn right on 7th St.
- Go one block to a four-way stop. The loading docks are located on your left.

From I-65/Columbus, Indiana
Bloomington is ~40 miles west of Columbus, Ind. State Highway 46 West is a two-lane scenic route with many curves.
- Highway 46 turns into East 3rd St. when it gets into Bloomington.
- When Highway 46-West turns north (right) at the College Mall Road intersection, keep going straight on E. 3rd St.
- The third stoplight you come to after crossing the College Mall intersection is Jordan Ave.
- Turn right on Jordan Ave.
- Go past the Musical Arts Center (large red sculpture in front). The next stop-street intersection is a four-way stop at 7th St.
- Turn left on 7th St. Go one block to a four-way stop. The loading docks are located on your left.

Loading Dock Information
- Cast and production crew access to the Studio Theatre will be via the IU Auditorium north dock. The hallway on the IU Theatre & Drama side goes directly to elevator access to the Studio Theatre and dressing room areas.
STAGE INFORMATION

Stage Measurements

Black Box Theatre

Playing area dimensions for ITF 25’ W x 15’ D
Seating on three sides of the playing area

Other Production Information

Electrical
General area lighting is available as cool or warm washes at the following locations:
• Up/mid/down right
• Up/mid/down left
• Up center
• Center
• Down center

Special lighting effects are not available. A follow spot is not available.

Audio
ITF will provide CD or audio file playback, amplification, and speakers. Groups may use their own MP3 player, iPod, iPad, or laptop through the ITF sound system but must provide their own operator for the playback device. All playback devices must have appropriate 3.5 mm (1/8”) audio out or appropriate USB audio out options. Due to the limited amount of time allotted for set-up and strike, the usage of mics is not permitted in this performance venue.

Dressing Rooms
Assembly point for Freestyle Theatre productions will be inside the IU Theatre & Drama Center door off the IU Auditorium north loading dock. ITF staff will coordinate stage and dressing room access from the assembly point.

Dressing room access in advance of allotted set-up time will not be available.

Equipment Inventory

Properties
Sofa 1  Stools 4
Upholstered Armchair 1  Cubes 2
Desk 1  Stacking Chairs 4
Desk Chair 1  Music Stands 4
Table 1

No projection equipment is available for Freestyle Theatre performances.

The Studio Theatre does not have a fly space or counterweight system.
FACILITY POLICIES AND REGULATIONS

1. General Information
   Any troupe not performing in another venue may participate in Freestyle Theatre. All Freestyle Theatre shows will be presented in the Studio Theatre at the Lee Norvelle Theatre and Drama Center, Monday through Saturday of ITF week.

   Performances may be one-act plays, cuttings from full-length presentations, readers' theatre, dance, mime, stand-up comedy, magic, or other forms. Productions with small casts work best. Emphasis should be on performance rather than on technical aspects; for example, accentuate the acting, eliminate lavish staging and sets, and reduce the number of props and costume changes. No oral or written adjudication will be provided for Freestyle Theatre.

2. Registration
   Freestyle Theatre performances will be scheduled on a first-come, first-served basis. To participate in Freestyle Theatre, a troupe must review these Freestyle performance regulations, be registered for the entire week of ITF, pay all fees, submit the Freestyle Theatre acceptance form, and submit all royalty information. Troupes may only present a show in one venue: Main Stage, Freestyle, or Chapter Select.

3. Royalties
   All troupes must have a performance license or waiver on file at the ITF office by May 1, 2020. A production will not appear in the ITF program without documented proof of license, waiver, or permission to perform on file. Upon written request, some publishers will waive royalty fees for ITF performances.

   The following are some guidelines regarding royalties:
   - Troupes producing published material, including cuttings, must secure written permission from the publisher for presentation at ITF during ITF dates. Performing schools are responsible for payment of royalties.
   - Troupes producing original works must have a written statement of originality from the author/playwright (even if they are a member of the troupe) on file with the ITF office.
   - Troupes producing works based on non-dramatic material must obtain permission to use said material from the publisher. This applies to textbooks as well as children's stories, novels, short stories, newspapers, and magazine articles.
   - Troupes producing works that have been translated from another language must have written permission from the publisher of that translation. This applies to textbooks, non-dramatic materials, and all other forms listed above.
   - Troupes must secure permission for all music used in a performance.
   - Written proof of performance or waiver of royalty should be submitted with the Freestyle Acceptance sheet, which is due by April 1, 2020. However, schools may send documentation under separate cover as long as it arrives at the ITF office by May 1, 2020.

4. Cuttings
   Directors must secure written permission to present a cutting from a play published by any publisher. The play publisher's written permission must be submitted to the ITF office by May 1, 2020.

5. Performance, Set, and Strike Time
   For Freestyle Theatre shows, minimum performance time is 10 minutes and maximum performance time is 30 minutes, from opening to closing. No performing group will be allowed to exceed this maximum length. Each performing group will be allowed a maximum of 10 minutes to set the stage preperformance and five minutes to strike the stage post-performance. Performing groups not using the full-allocated set and strike time may not use the extra time for additional performance time.

6. Pre- and Post-Performance
   Troupes will not be given rehearsal time or space. No sooner than one hour prior to their scheduled performance time, troupes should report to the Studio Theatre Stage Manager. Performers and directors are not allowed in the performance area until called by the Freestyle Theatre Coordinator. Performers should be prepared to go onstage one half-hour prior to their scheduled performance time. The troupe will be assigned a dressing room for the duration of their performance.
Troupes must clear all belongings from the dressing room immediately following their performance. Cast and crew members should not mingle in the performance area prior to or following the performance. Due to the ITF schedule, “meet and greet” or photo opportunities with audience members will not be possible prior to or following performances of Freestyle Theatre productions. Friends and family are required to remain outside the performance area at all times.

7. Seating
Freestyle performances are open to all ITF attendees. There are no assigned seats, and no tickets are required.

8. Flyers and Programs
Troupes may prepare and distribute flyers promoting their productions during ITF. Troupes must bring flyers with them; no flyers will be printed onsite. Flyers may only be hung on ITF bulletin boards, kiosks, and callboard. Please do not post flyers on the walls of the theatre or any other campus building.

Troupes may bring programs for their production, but they must provide ushers to distribute them at the doors. Include the troupe’s number in the printed program.

9. Staffing
The use of all technical equipment will be supervised by venue personnel. Each performing group must provide an individual who will be responsible for providing the appropriate cues.

10. Projections
No projection equipment is available for Freestyle Theatre performances.

11. Special Effects
The use of special effects such as gunshots or loud noises requires advance approval. These effects must be posted at the entrance of the theatre and announced preshow. Effects such as pyrotechnics, open flame, fog, smoke, or other potential fire hazards are not allowed.

12. Sets
A prop is any item that will fit through a single door and be carried by a single person. Props should be carried onstage by the actors. Set pieces, including flats, are anything bigger than a prop. Troupes are not allowed to provide or bring set pieces for Freestyle Theatre productions, but some staple items will be provided by Studio Theatre. The Acceptance Sheet includes this list, as well as space to indicate how many pieces a production would like to utilize.

Due to the limited strike time of five minutes, please limit the size and number of props brought for a performance. Only those items absolutely essential to the plot of the play should be considered. Costumes, props, and makeup must be furnished by the performing troupe. ITF and the Studio Theatre are not responsible for hand props, costumes, makeup, valuables, or any item not on the provided list.

13. Dumpster/Trash Removal
ITF will provide a dumpster near the IU Auditorium south loading dock for use by troupes who wish to discard their set and/or props pieces. This space is limited, and all items MUST fit inside the container. You are required to inform the Technical Coordinator at least four weeks in advance if you intend to use the dumpster and how much you intend to discard. If you have not made advance arrangements, your use of the dumpster will be at discretion of the Technical Coordinator, Freestyle Theatre Coordinator, and Studio Theatre Stage Manager on a space available basis.

14. Lost and Found
Articles will be turned in to and claimed from the Ruth N. Halls box office during performances. Lost and found items will be turned in to the ITF office at the end of each day and can be retrieved from there during ITF.

15. Animals
Animals are not allowed in the Studio Theatre, except for service animals and animals called for as part of the performance. The Technical Coordinator must be notified in advance if the production calls for the use of animals so that necessary arrangements may be made.

16. Smoking and Incense
Smoking (including e-cigarettes) and burning of incense are NOT PERMITTED in any interior or exterior location on the Indiana University campus.
The Technical Coordinator must be notified in advance if the script calls for smoking or the use of any fire effects, so that necessary precautions may be taken. ANY INFRACTION OF SMOKING REGULATIONS CAN BE CAUSE FOR ENDING AN EVENT, CLEARING, AND CLOSING THE FACILITY. INDIANA UNIVERSITY WILL NOT BE FINANCIALLY, OR IN ANY OTHER RESPECT, LIABLE FOR EXERCISING THIS RIGHT.

17. Cameras, Video, and Audio Equipment
As a courtesy to other members of the audience, photographic, video, and audio equipment will not be permitted in the Studio Theatre at performance time. Exceptions may be made for news media or other official production media, but, in such cases, advance arrangements must be made with and approved by the Technical Coordinator. All authorized media must have proper identification. The Studio Theatre management may take action to stop any unauthorized photography, video, and audio production, which may include seizure of such equipment. Studio Theatre management reserves the right to confiscate and destroy any recording media such as video tapes, audio tapes, film, memory cards, etc.

18. Access and Theatre Aisles
Standing room is not available and is not permitted in the Studio Theatre. All crosswalks, aisles, corridors, and avenues of ingress/egress must be kept clear in the event of an emergency. This includes all cameras and tripods, video and film equipment, production equipment, production scenery, production props, production lighting, wheelchairs, walkers, crutches, strollers, and baby carriages. All media must be authorized and must be in an authorized location or in a prearranged seat as provided by ITF. All handicap equipment may be stored with an usher manager or in coat check without charge. No portions of the sidewalks, entries, passages, vestibules, halls, or stairs shall be obstructed by ITF or its participants or permitted to be used for any purpose other than ingress and egress to and from the building. The doors, stairways, or openings that reflect or admit light into any portion of the building, including hallways, corridors, and passageways shall in no way be obstructed by ITF or its participants. Exit lights, emergency lights, house lights, aisle lights, stairway, and hallway security lights or any other lights necessary for the safe occupation of the building shall not be obstructed in any way. Full-time employees of the Studio Theatre shall have complete and total access at all times and in all areas of the facility including but not limited to dressing rooms, stage, production booths, and theatre.

19. Emergencies and Procedures
It is understood that final decisions causing cancellation or delay of an event due to any emergency such as fire, tornado warning, air raid, bomb scare, etc., are the decision of Studio Theatre management and Indiana University Police and/or Indiana University Emergency Management. In these instances, Studio Theatre management will dictate the proper procedures. The user agrees to immediately cancel or delay their program and abide by all emergency procedures. Detail on procedures is available upon request from Studio Theatre management.

20. Safety Regulations
Safety regulations shall be in accordance with university, city, and state codes and shall be enforced by Studio Theatre management, University Police, and Indiana University Risk Management, as they shall interpret them. Please contact the ITF staff if additional information is required.

21. Alcohol and Drug Use
The facility contract is subject to the rules and regulations established by the Board of Trustees of Indiana University and Indiana state statutes as they may apply. University regulations restrict the use of alcohol and prohibit the use of illegal drugs on university property. Therefore, no use of alcohol or illegal drugs by any of the performers, members of the performers’ group, or employees or agents of the licensee will be allowed during the performance and while the performers are present on the premises of university property. In the event of noncompliance on the part of the performing group or their employees or agents, legal sanctions may result.

22. Miscellaneous
The following items should be communicated and made available to cast/crew members:
• Please arrive on time for your scheduled technical set-up time at the Studio Theatre and work within the schedule established by the ITF office.
• Oral and/or written adjudication will not be provided.
• Pyrotechnic effects of any kind are not permitted.
• Photography and videography are not allowed, except for the official ITF photographer.
• Encourage all members of your team to be professional and conduct themselves accordingly at all times. Many accidents happen just because someone is not paying attention to what is going on around them. Maintain situational awareness.
• Food and drinks (except water) are not allowed in the Studio Theatre or onstage at any time.
• Painting must be completed and dried before entering the prep areas or stage. Items with wet paint will not be allowed on stage.
• Confetti, glitter, powders, and other such effects are not allowed in the seating area or onstage.

23. Liability
It is understood that the International Thespian Festival LLC, the International Thespian Society, the Educational Theatre Association and its programs, and Indiana University, their members, officers, directors, or employees, shall not be responsible or liable for injury to any person or persons, or for loss of, or damage to, any property belonging to any troupe and/or individuals assisting a troupe with their production.
BACKSTAGE EMERGENCY PROCEDURES

Responsible Personnel

In case of any type of emergency, the following person will be in charge of the stage area:

Production Manager Trish Hausmann
ITF Venue Stage Manager TBD

Members of the performing company and their stage crew will follow these individuals’ instructions due to their knowledge of the facility.

Exiting Directions

When the fire alarm or sprinkler system is activated and/or an announcement is made please do one of the following:

Performers, Crew, and Audience Members:

Evacuation via an Outside Exit:
   Exit the Studio Theatre to the corridor, follow exit signs to the nearest stairwell, and exit immediately outside. If in the dressing rooms, follow exit signs to the corridor and go immediately outside.

   Evacuation meeting point/assembly area for Studio Theatre evacuation is the corner of 7th St. and Stadium Dr. to the north and parking lot between the Jordan Ave. Garage and the Admissions office to the south.

Invacuation to the Basement:
   Exit the Studio Theatre to the corridor, follow exit signs to the nearest stairwell, and take stairs to the basement.

Additional Information

If for any reason medical assistance is needed, contact the ITF Venue Stage Manager and they can radio for assistance.

For your safety, the Studio Theatre is equipped with battery powered emergency lighting. In case of a power failure, this system will engage automatically.