

## Prague Fringe Festival - Technical and Production information – Festival 2013

Our team leaders are:

Giles Burton – Technical Director [giles@fringe.cz](mailto:giles@fringe.cz) (phone during festival +420 602 245035)

Marin Spetlik – Head of Lighting (phone during festival +420 731112693)

Madla Zelenkova – Technical co-coordinator (phone during festival +420 775290483)

Alison – Operations Manager, venues (phone during festival +420 724005103)

### Scheduling

Each venue has a number of shows every night with approximately half an hour between shows.

Audience members travel from one show to another seeing several every day. This means that keeping to schedule is very important, if your shows overrun audience members may not make it to their next performance (or may walk out of yours). Half an hour may seem like a very short time between shows but, in 10 years of Prague and many years at Edinburgh and other festivals, we have found that it is quite adequate; we ask that companies take the leading role in striking and setting up with the help of our Fringe Festival Technicians

### Venues

For details please refer to the information supplied at the time of application Detailed Venue Packs

<http://www.praguefringe.com/en/right/participating-groups/>

Whichever venue you are in you will be sharing a stage and facilities with other companies so we would ask you to observe a few basic courtesies

- ⇒ Leave the dressing rooms tidy and pack away your gear so other people have space
- ⇒ Please don't touch other people's props or costumes – they are vital for their show
- ⇒ Remember that while you are relaxing after your show others are preparing for theirs so please leave as quietly as possible
- ⇒ In most circumstances we do not allow performers backstage during the previous show. If you need to prepare earlier please ask the Festival Technician to co-ordinate
- ⇒ The show onstage (or preparing to go on during the changeover period) has priority
- ⇒ Please, no guests backstage - if friends want to congratulate you after the show please explain that you have to clear the stage, they are welcome to wait in the foyer
- ⇒ Sadly we cannot guarantee security in our venues so please take any valuables away with you. At most theatres the Festival Technician can store items in locked rooms for additional security. However we still cannot be responsible against theft.
- ⇒ Please respect all venues and check with staff before putting up posters etc on their walls – they may have rules about where they can and cannot be put

### Technical Equipment and Staff

- ⇒ With the exception of 3+1 all venues are equipped with a basic lighting and sound rig. The lighting will be rigged with a general cover before your arrival and CANNOT be refocused as it is shared between companies.
- ⇒ Venues, apart from 3+1 & Galerie, have at least one profile (leko) that can be refocused by companies. Additional specials require advance order & costs will be passed to your company
- ⇒ Each venue (except for 3+1 has a festival technician, who will help you during the fit up period and will help with the changeover between the shows. The can also operate your sound and lights during the show, we charge a fee of CZK300 per show for this.
- ⇒ Please remember that Festival Technicians are in place to help with the smooth running of the whole festival with a focus on their venue – any decisions that they make are for the benefit of the whole event and all companies so please be advised by them
- ⇒ Most theatres have a limited selection of chairs and tables. Unfortunately Prague Fringe cannot help prop your show. If you have large setting or equipment that needs delivery please let us know as advance clearance is required, at least one member of your team needs to be on site to sign for these
- ⇒ In most cases we ask that you remove your sets, costumes and props immediately after your last performance. If you need to store items please consult with us first. Under no circumstances can items be left in theatres after the last night of the festival without advance consultation.

- ⇒ At the end of the festival please remove all settings and rubbish from venues. Please do not 'abandon' items that you do not need as you may be charged to dispose of them and we will pass the costs on to you