



Dear Coaches:

The Michigan Interscholastic Forensic Association cordially invites you and your team to the 2015-16 State Theatre Festival to be held at the DeVos Center for Arts and Worship (CAW) on the campus of Grand Rapids Christian High School on Friday, February 19 and Saturday, February 20, 2016. MIFA will host our traditional Main Stage event as well as the inaugural year of the Studio Production event.

Further details below. Let me know if you have questions.

We look forward to seeing you there!

Sincerely,

A handwritten signature in black ink that reads "Jon Becker". The signature is written in a cursive style with a large, looping initial "J".

Jon Becker
Executive Director MIFA

Contacts:

Tournament Director

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GENERAL INFORMATION

Registration & Entry Fees: Friday Feb 19 from 10AM - 11AM at the box office. Students please proceed to the Town Hall. Entry Fees are \$200 per event entered.

Location: All events will take place at the Richard and Helen DeVos Center for Arts & Worship on the campus of Grand Rapids Christian High School, 2300 Plymouth Ave SE, Grand Rapids MI 49506. [Link to Map](#)

Parking: There is a large triangular parking lot behind the school (east side) where buses and set transportation vehicles which need to load in/out of the scene shop should park. General public should park in the square parking lot on the south side of the school.

Festival Order: Per the schedule posted to the website. Directors may negotiate swaps with other directors in the same event up to 48 hours before the festival. Therefore, the **swap deadline is Wed. Feb 17 at Noon.**

Homerooms: Each school will be given a homeroom in accordance with cast/crew size of your show(s) as declared at Regionals. Please treat them with respect and leave them cleaner than you found them.

Food: GRC will provide food on site for purchase for students, coaches and parents. We certainly hope that you will use this service as this is crucial to offsetting much of the expense of running the festival.

Admissions & Seating: Festival day passes are available for purchase via the box office for **\$10/adult, \$5 for students/seniors, good for ALL DAY FRIDAY & SATURDAY.** Each school will receive wristbands for cast/crew in accordance with cast/crew size of your show(s) as declared at Regionals.

Main Stage Seatings - All shows are general admission. Please show your festival wristband at the entrance(s). There are 700+ seats on the main floor and 250+ in the balcony. Please find a seat well before the times listed on the schedule/program as those are performance start times. **Doors will close 5 minutes prior to performance times.**

Studio Production Seatings - There are **ONLY 80 SEATS** in the black box theatre. Directors of **Studio Productions** will receive 30 passes at the beginning of their SHIFT IN time to allocate as they see fit. The remaining 50 passes will be available at the beginning of the shows SHIFT IN time. They will be allocated one per person to the first 50 people in the line up. **Doors will close 5 minutes prior to performance times.**

Lodging: The MIFA recommends contacting Pam at Cadillac Travel (pam@cadillactravel.com) to assist with your tournament lodging needs. They are negotiating rates 10-20% below advertised **AT NO COST TO YOU.** All listed hotels are within 7 Miles of host site Grand Rapids Christian High School.

Ramada Plaza (616) 949-9222 *Pool * Free Wifi
Fairfield Inn (616) 940-2700 *Pool * Free Wifi *Breakfast
Staybridge Suites (616)464-3200 *Free Wifi * Breakfast
Comfort Inn (616) 957-2080 *Free Wifi * Breakfast
Sleep Inn (616) 975-9000 *Free Wifi *Pool *Breakfast
Wyndham Garden (616) 956-8080 *Free Wifi * Pool
Coutryard (616) 954-0500 *Free Wifi *Pool
Hampton Inn (616) 575 9144 *Free Wifi *Breakfast
Clarion (616) 956-9304 *Free Wifi *Breakfast
Springhill Suites (616) 464-1130 *Free Wifi *Pool *Breakfast
Holiday Inn Express (616)940-8100 *Free Wifi * Pool
Best Western (616) 949-8400 *Free Wifi *Breakfast

Swag: MIFA State Theatre Festival shirts and other gear will be available for students to purchase on site. Pre-orders are welcome and receive a 10% discount.

MIFA State Theatre Festival

Rules: The Tab Room/Tournament Administration will enforce MIFA rules. ([Speech Activities Rules HERE](#))

Please remember to bring the following materials:

1. [Judge Information Form](#) – four (4) completed copies (listing all the student contributions in the show)
2. Judge Programs – optional and completely voluntary – but please remember that anything given to the judges needs to be given to the entire festival as well.
3. “Open Flame” permission – if you are using anything in your show that requires any type of open flame, or you are using anything that might be of a sensitive nature (who doesn’t), please submit your info in writing so we can have a copy of it on file in case anyone questions anything.
4. Special Pre-Show announcement – this in case anything content or production focused that the audience may need to be informed of (content, language, strobe, fog, etc)

Notes for Both Main Stage & Studio Production:

Schedule - All shows are on the same schedule to facilitate the audience’s ability to move between events.

Warm Up Rooms - Schools get their warm up room 45 minutes before their spike time. We only have 1 warm up room for each event which means you will have to clear your items out before your critique.

Schools get exclusive use of the dressing room while in their warm up room. You will need to vacate the dressing rooms at the start of your spike time. This will allow the next show use of the dressing rooms to prepare.

It is vital that each school recognize that this site is hosting our festival and all expectations regarding the safe transport of all show items takes priority, but that Grand Rapids Christian High School, Rick Hardenberg and Chris Cook, can and may dictate how things might run in the event of something happening that requires a change.

Main Stage Notes:

Load In/ Load Out & Storages spaces:

1. 10x15 (no wall guarantee)
2. Load in/out is at street level so you will need ramps or a lift
3. Standard load ins/outs are limited to 20 minutes of dock time in order to maintain the schedule and flow of the festival. Please work with your groups to assure they can do their load within a 20 minute time frame. Schools will have the ability to build and organize provided their work does not interfere with the traffic flow and spike time exclusive stage access.
4. The 10 minutes between shows (shift time) is shared time for the strike of one show and the shift of the next. Flexibility, humility, and cooperation are keys to a smooth run.

Play Area is 36' wide x 25' deep.

Additional details in the attached floor plan doc which is also posted to the Theatre tab on the website.

Tech doc is also posted to the website.

Main Stage Judges:

1. Michelle Berg - retired from theatre director from Stevenson HS
2. Mark Hoffland - Director/Instructor at Albion College
3. Joe Zettelmaier - Professional playwright, actor

Studio Productions Notes:

Spike Time - Reminder: **There is NO "spike time" for Studio Productions.** The ONLY things that can be in the play area at the start of the performance time is the Common Set. However, the Common Set does not have to be in the play area, some or all of it can be moved outside of the play area during SHIFT IN time. Lights, sound etc can be setup and tested during SHIFT IN time. However, spikes in the play area have to be set as part of the 45 minute performance time. The ONLY things that can be in the play area at the end of the performance time are the Common Set pieces. This means that props, such as confetti, would have to be swept during performance time in order to meet clear stage rules.

SHIFT IN TIME is 25 minutes.

SHIFT OUT TIME is 10 minutes.

Common Set - The Common Set pieces are (6) BLOX at least 16"x16"x16", (1) 6-8' Folding Table and (4) folding chairs (for sitting only).

Lights - There will be (6) pools of light and a spot.

Sound - There will be a basic PA setup with a 1/8" and 1/4" inputs.

Props - There will be (2) 6' folding tables covered in black cloth which may be positioned anywhere outside of the play area for props.

Play Area is 25' wide x 20' deep. There is 4' on either side of the play area and at least 2' across the front and rear of the play area.

Studio Production Judges:

1. Gloria Logan - retired high school teacher, has also taught at EMU
2. JJ Spaulding - community theatre director w/ Players de Noc (Escanaba)
3. Carolyn Gillespie - UofM Flint, Director, instructor at Albion College