Chelsea High School Welcomes the 2017 M.I.F.A Theatre Festival Regionals!

Main Stage and Studio Competitions!

Chelsea High School is proud to be hosting a M.I.F.A. Regionals festival. This information packet should answer most questions you may have concerning the facility and this year’s competition.

If you have any further questions or require more information, please feel free to contact me.

If you need a tour of the theatres in advance of Regionals, please contact me and I will make every effort to accommodate these requests.

Chuck Griffin
Auditorium Director
734-433-2201 ext: 1060
cgriffin@chelsea.k12.mi.us
**TECHNICAL INFORMATION**

Theatre Name: Chelsea High School Auditorium

Theatre Address: 740 N. Freer Road  
Chelsea, MI, 48118

Auditorium Director: Chuck Griffin

Telephone Numbers:

- **Day:** 734-433-2201 ext. 1060
- **Emergency/Night/Weekend** 734-255-3940 (cell)

Email Address: cgriffin@chelsea.k12.mi.us

Directions:

**From I-94:** take Exit 162/Jackson Rd.-Old US-12. Go north on Jackson Rd (Jackson Rd. turns into Old US-12). Go down to N. Freer Road (at the traffic light), and turn right.

**From the North on M-52:** If you are coming from North of Chelsea on M-52, go through the downtown business district, continue on through the residential area until you come to Old US-12. Turn Left onto Old US-12 and go approximately 1 mile to N. Freer Rd. (the first traffic light) and turn left.

**Once on N. Freer Rd:** Approximately ½ mile down, you can turn right onto Trinkle Rd. for bus/car parking. The school will be on the left about ¼ mile down on Trinkle Rd.

The main entrance for the school is just past Trinkle Rd. at the traffic light, on the right hand side of the road. Follow the main drive, around the curve to the back of the school. There is a large parking lot there. This is also the load in area to the Scene Shop. There is a sidewalk going to the entrance of the building. You may back your vehicles up on this sidewalk to the loading door of the Scene Shop. The sidewalk takes a curve to the right near the building. You’ll see the loading door there.

**Hospital/Medical:**
If you have any emergency medical needs, there is the Chelsea Community Hospital near the school. Entrances are off of M-52 and Old US-12. The hospital sits on the north/east corner of M-52 and Old US-12. It sits back in a ways, so look for the signs.  
[http://www.stjoeschelsea.org](http://www.stjoeschelsea.org)

St. Joseph Mercy Chelsea  
775 South Main Street  
Chelsea, Michigan 48118

Emergency Services 734-593-5000  
Information 734-593-6000

City of Chelsea Police- 734-475-9122
**MAIN STAGE INFORMATION:**

M.I.F.A. Performing area: 36’ wide by 24’ deep, divided into 9 areas. Each area is approximately 12” wide by 8’ deep. Areas 1, 2 and 3 will extend D/S of the grand traveler by approximately 5 feet. All travelers may be used. Choices for a backdrop are the cyc, or the traveler directly in front of the cyc.

The Apron will be lit in three areas: A, B, and C. *These areas are optional and not part of the official MIFA performing space.* These areas are available for all to use. The apron is approximately 12’ in depth at C/L. The curve in the apron brings it to approximately 8’ in depth at the outside edges of the performing area.

Participant storage area – 10’ x 15’. No walls guaranteed.

Each of the areas will be lit right, left, and center from the catwalks using an ETC S4 ellipsoidal, and will be back lit with an ETC S4 PAR or Fresnel from the stage electrics. Areas A, B, and C will be lit right, left, and center from the catwalks using an ETC S4 ellipsoidal, but will not be back lit.

Cyclorama lights will be available for use. They are gelled in red, blue, green and amber.

**Proscenium width:** 54’
**Proscenium height:** 28’ from stage floor (trimmed at 22’).
**Stage Depth:** 27’6” from plaster line. (an additional 5’ depth is used for the music shell storage. The additional 5’ depth is available in the wings, but not on the actual stage/performing area).
**Orchestra Pit:** The orchestra pit will be covered (flush with stage floor) during the festival and will not be available for use as a pit, but the covered area maybe be used as performing space.
**Stage Floor:** Masonite, painted black.
  - *Screws are allowed into the stage floor, however, lag bolts or large diameter fasteners are not.*
  - *Screws or fasteners of any type are not allowed into the orchestra pit cover or the oak trim on the front lip of the stage.*

➤ Really important! The band shell towers are stored across the back of the stage. Please do not lean items against the band shell lest you wish to incur the wrath of our music department!

**Crossover:** There is a hallway behind the stage that acts as a crossover.

**Restrictions:**
  - *No food or beverage allowed in the auditorium.* Food used as props will be allowed.
  - Only house staff may operate the fly system.
  - Persons are not allowed to be attached to, or flown by the fly system.
  - Open flame/pyro use and firearms prohibited.

**Access to the house from back stage:** Doors open to house both right and left off the proscenium.

**Access to the stage from the house:** HL and HR ramps that lead onto the stage.

**Dressing Rooms:** 4 total, plus one make-up room. 2 behind the stage (9 x 12), shared bathroom/shower. 2 off of the stage right hallway (11 x 20) each with its own bathroom/shower. Make up room (11 x 23) located in the hallway behind the stage.
House: 841 seats
Three section orchestra seating close to stage (197 seats). Behind the orchestra seating is a wide aisle, then there is the Main Floor seating continental style (395 seats). Balcony is continental seating (249 seats).

House Curtains: (see attached batten assignment) Grand Traveler is magenta, the three upstage travelers, legs and borders are black. All travelers pull from stage right.

Fly system:
The fly system will not be made available for the festival. Curtains and cyc will be flown in/out by CHS House Technicians to accommodate movement between shows. Participants will be required to operate travelers for their own performance. The Cyc will be flown in for each group. Your choice is to use the cyc or the upstage black traveler. The traveler hangs approximately 3" (Yes, that's inches) in front of the cyc.

Lighting system:
ETC ION with 2x20 attached fader wing.
See attached sub-master chart for programming layout.

Strand CD-80 Supervisor dimmers (288 24K dimmers of which 20 are non-dim)

Follow spots:
We have two Altman Voyage follow spots that are available for use. They are located in the rear of the balcony left and right.

Parked circuits:
There will be 2 parked circuits with a 2PnG receptacle on each side of the proscenium wall back stage. These can handle 24K each. One on each side will have an 2PnG to Edison adapter. Please do not plug electronic or motorized equipment into these circuits (if you do, you do so at your own risk! The host school is not responsible for any damages done to your equipment).

Sound system:
The sound system will not be available for participant use (it will be used only for paging and announcements).

Intercom:
Clear-Com system. main station at SR stage managers position. There will be a headset backstage left and right, in the control booth, at both follow spots, as well as left and right at the lip of the stage in the house.

Power: There are 20 amp Edison style power outlets located throughout the back stage area (see map of stage area for power outlet locations).

Load in:
Loading is done at ground level through the Scene Shop (7'6" x 12' overhead door). The same sized door opens from the opposite end of the Scene Shop into the upstage side of the S/L wing.
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**STUDIO STAGE INFORMATION**

The Studio performances will be conducted in our black box drama room.

**Lighting**
The stage will be divided into six areas. Three downstage, and three upstage. Each area will be lit from front, left and right.
(This may change by the time the competition happens. I will keep you posted of any changes)

ETC Element, on elevated platform center stage behind the audience.

Faders are assigned as follows:
1 – Down Stage Right
2 – Down Center Stage
3 – Down Stage Left
4 – Up Stage Right
5 – Up Stage Center
6 – Up Stage Left
7 – Full Stage
11 – Stage Right
12 – Center Stage
13 – Stage Left
14 – Down Stage
15 – Up Stage
31 – Light Board Work Light
40 – House Lights

**Performing Area**
The performing are is 15 feet deep by 30 feet wide.

Backdrop is a black velour curtain that runs the width of the room.

There will be two storage areas U/S L and R approximately 5’ x 8’. These areas are available for all groups to use for whatever purpose they wish, though these areas are not considered part of the official performing space, and will not be lit.

There will be an area between the light board and the performing space if you wish to use this to set up any sound equipment.

Audience will be seated on three sides.

Entry onto the stage will be through two open aisle ways DSL and DSR, which exit into the hallway outside the theatre. The DSR entrance will be the main entry for the cast/crew during set up/spike time.
HOMEROOM ASSIGNMENTS

HOMEROOM ASSIGNMENTS:

Rooms 111/113 - Chelsea
Rooms 112/114 - Chesaning
Room 116 – Henry Ford II
Room 130 - Laingsburg
Rooms 132/134 – Woodhaven
Rooms 136 - Lincoln

FESTIVAL ROOMS:

Auditorium- MAIN STAGE THEATRE
Room 300-Coaches lounge
    Pop machines, microwaves, refrigerator, restroom (This room is for coach’s use only).
Room 400-Critique Room, MAIN STAGE
Room 401-Studio Judges Room
Room 402-Main Stage Warm-Up Room
Room 403-Main Stage Judges Room
Room 404-Studio Warm-Up Room
    Groups will be assigned to Warm-up rooms in order of presentation.
Room 502-STUDIO PERFORMANCE THEATRE
Media Center- Studio Critique Room

Participants will be responsible for cleaning up after themselves when using the rooms. Please do not leave a mess for the next group!

You are welcome to move the desks and tables around in your Homerooms, but please do not move or disturb the teacher’s desks since there are power cords, network cords, phone cords, etc. that should not be disturbed. Please put things back the way they were when you arrived, though!

Food and beverage consumption are allowed in the commons only. Do not allow your group to consume food in the carpeted areas of the school (this includes hallways, homerooms and the auditorium).

Since we are not using the second floor of the classroom wing, please instruct your students to stay out of this area of the school.
FOOD

FOOD CAN ONLY BE CONSUMED IN THE COMMONS AREA. DO NOT CONSUME FOOD IN CARPETED AREAS OF THE SCHOOL.

Each school will have a high top table reserved for them in the commons. You can store any food items, coolers, etc. on and under these tables. Feel free to commandeer another table or two for your group!

We will have snacks and beverages available for sale throughout the day in the Commons.

Lunch will be served from 12:00-1:30.

We will be offering two choices for lunch, at a cost of $7.00 per meal.

1. Pizza, Breadstick, Salad, Cookie and Milk
2. Popcorn Chicken, Mashed Potatoes, Gravy, Corn, Cookie and Milk

All proceeds from the food and concession sales go towards supporting the Chelsea High School One Act program.

WI-FI

Wi-fi service will be available throughout the festival. The guest wi-fi is CSDGuest.