

**2022 Maryland Community Theater Festival**  
Technical Requirements Form

This form must be received by **December 15, 2021.**

Theater Name \_\_\_\_\_

Title of Production \_\_\_\_\_

Technical Representative \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(The Technical Representative will only be contacted if there are problems with the requirements.)*

Please refer to the facility technical information for dimensions and capabilities

Lighting Requirements: Please outline any special requirements beyond a standard general lighting, including any specific areas of focus needed, or special effects lighting. (Any gobos or other effects that are additions to the lighting instruments will have to be supplied by the group.)

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Sound Requirements: Please detail any special sound requirements you have, including on-stage sound, microphones, or other sound effects. If you plan on bringing in sound equipment please let us know.

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Set Requirements: Please detail any special set requirements you may have. You may include drawings if that will help us understand a special need.

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Other Special Equipment or Considerations: Please let us know about any other equipment or effects you will be bringing, including fog machines, strobes, or other specialty lighting, on-stage smoking, lighters or candles, weapons of any sort, or anything requiring an audience warning.

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Will you be providing:

A Light Board Operator? \_\_\_\_\_

A Sound Board Operator? \_\_\_\_\_

Other Tech Booth Personnel? \_\_\_\_\_

Would you prefer the facility provides technicians in the booth? \_\_\_\_\_

Are there any other special considerations we should know about?

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Do you have any questions for us?

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**SEND ALL MATERIALS TO:**

**MCTFA  
C/O CINDY JOHNSON  
P.O. BOX 1473  
LA PLATA, MARYLAND 20646-1473**