



12th PRAGUE FRINGE FESTIVAL Friday 24th May - Saturday 1st June 2013

TECHNICAL INFORMATION

Welcome to the 2013 Prague Fringe Festival (Fringe Festival Praha). To help you understand how the festival works and how your production will fit, please read the following notes.

Overview

Prague Fringe Festival (PFF) takes place in the Mala Strana district, on the castle side of the river, and the venues are all within easy walking distance of each other. We take approximately 40 productions in 7/8 venues. Theatres run several performances each day with about half an hour between each to clear the audience, reset and seat a new audience. As we hope people will see several shows each night we schedule so you can see a show, have a beer, then go back for another show. PFF rigs and focuses a warm and cold wash General Cover lighting which is shared by all the companies.

Venues

PFF use a variety of venues ranging from a 140 seat, fully equipped proscenium arch to the small backroom or a bar with domestic spot lights and a basic home CD player. The more you let us know about your show the better we can help you find the right space. If you have absolute requirements it is important that you let us know.

Several companies perform in each venue daily, so facilities have to be shared; this means we sometimes alter the venues from their usual layout. Storage of sets, props and costumes can be an issue, so it is important that you tell us if you have large items.

Details of the venues can be found in the detailed Venue Packs online. We may also take onboard other venues if there are applications that require other facilities.

Technical time and Rehearsals

Most venues open up to six shows in two days of rehearsals; this means preparation time is very restricted. We advise that this only allows time for technical preparation and maybe the one run-through, we strongly recommend that you have at least previewed your show before arriving in Praha. We generally give four hours of rehearsal to theatrical productions, one – two hours to soundcheck musicians and 15 – 30 minutes for stand up comics, if you are a musician with a theatrical show please let us know and we will try to arrange longer. Companies that arrive in Prague earlier usually have better preparation time. We can sometimes find extra rehearsal time, however we will have to charge you for theatre rent and staff.

Lighting and Sound

PFF rig and focus a basic warm and cold lighting general cover which is shared with all companies; this CANNOT be refocused. We also rig one profile (leko) at the rear of the venue that CAN be refocused and coloured by each company. If you require additional lighting we can hire in extra equipment at your expense*.

Past experience has shown that allowing companies to share specials is not practical. If you wish to bring your own equipment please inform us in advance.

**Please note that 3+1 does not have any lighting and Galerie has only a basic wash to which specials CANNOT be added.*

All venues have a basic sound system suitable for the venue, which includes at least one CD player and limited cabled microphones; we can also plug in laptop/MP3s – Kavarna 3+1 is a basic domestic system with no microphone.

Electricity

The Czech Republic uses 220v. Plugs are North European 2 pins plus earth (Schuko CEE7/5). It is generally easier to purchase adaptors outside the CR than within.

Please note North American equipment will need either a transformer (difficult to obtain and expensive to hire in the CR) or be multi voltage – most laptops and data projectors have this facility but please check.

Sets

Most venues have limited storage for sets so it is important to let us know your set storage size. You should be able to set up your show each day within 15 minutes and strike it within 10 minutes. If you need longer please let us know in advance.

At the end of the festival you will need to remove your set on the final night, if this is not possible we will need to make arrangements in advance. You cannot 'abandon' anything in Prague but either need to remove it or arrange disposal.

Venue Managers

PFF Venue Managers will coordinate the running of the venue, opening the house, starting the show and help with changing between one performance and the next. They will also help you prepare during your initial fit up and technical rehearsals, including programming the lighting board.

All VMs are English speaking and will be your primary contact during the festival.

VMs can also operate your shows, however PFF will charge you (around CZK300) per show for this. Kavarna 3+1 does not have a VM.

PFF requires for safety reasons that there is a person at the control position at all times during the show. Therefore if you do not provide an operator we will supply, and charge you CZK300 per show for an operator, *even if there are no cues*. This policy will be strictly enforced in 2013.

Front of House staff

FOH staff are all volunteers (in return they get to see the shows) who rotate between venues each day, you will be asked to sign a sheet each day confirming audience numbers.

Do I need to bring a Technician?

VMs can operate sound and lighting, however PFF will charge you a fee for this per show.

If you have a complex show it may be better to bring your own operator, please remember the technician will only have a short time to learn your show.

Sourcing Items in Prague

PFF does not have the staffing to find props or set for you in Praha, however we may be able to advise you where to start looking. Most of the venues have basic items such as chairs and tables, but only a limited stock. Please let us know what you are looking for and we will do our best to help.

Czech theatres do not carry such items such as stage braces, stage weights, masking flats, etc. Also most theatres do not carry a wide range of tools.

Technical Questionnaire

We appreciate that your show and technical requirements may change between now and the festival. This form gives us a chance to assess if your performance is suitable for the festival and where best to place the show. About a month before the festival we will ask you to refill the form with any updates. Please include any photos, drawings and ground plans that you feel appropriate.

Finally

The point of all this information and forms is to help make the best festival we can. Our apologies if it all seems a lot of information and work, however we find that the more we can communicate and the more information we can gather the better the festival works.

We look forward to seeing you in Prague.

Giles Burton

Technical Director