



RULES & REGULATIONS

Any special accommodations needed to ensure an individual troupe member's full participation in the festival must be requested in writing by October 1st. Notify the Executive Director or Registrar at the address listed below.

Florida Theatre Conference
200 NE 1st Street, Suite 117
Gainesville, FL 32601

The Board of Directors of the Florida Theatre Conference has adopted these rules and regulations to help provide you and your company a safe theatre experience.

Staging

Only one production per school/organization can be entered.

A participating organization/school may select from all types of plays and musicals. However, performances must be age appropriate for students

The performance must be appropriate for an elementary school audience.

The play may be a published work or an original piece. A participating school must secure production rights from the author or publishers and are responsible for paying any royalty fees required. The Florida Theatre Conference shall in no case be held responsible for any faults that may occur in royalties. The publishing company shall be included as part of the FTC Festival program.

No eating of food is allowed backstage, in the dressing/makeup rooms, or hallways of any theatre on the SFC campus.



A participating organization may hold the stage for no more than 45 minutes. An additional time allotment of fifteen minutes is given to the respondents for oral critiques.

Tech

A participating organization must provide its own technical materials such as set, make-up, costumes, hand and furniture properties, and sound effects. No individual spiking of the stage is allowed. The organization must adhere to the regulations of the state fire codes.

Special lighting effects are allowed within the limitations for the place of performance, and the equipment provided by Santa Fe College and the FAH Theatre. These limitations are listed in the [Fine Arts Hall Technical Information](#). The SFC Lighting Director does not recommend using programmed lighting cues due to short prep time. Shows need to be run "on the fly" as SFC cannot promise time for programming. The SFC Lighting Director can provide ample amounts of control from sub-masters, and will be present to help students/volunteers navigate the board.

Open flame or pyrotechnic effects of any kind are not permitted .

All "special effects" (*smoke, fog, gun shots (live or recorded), water, or strobe light*) must be cleared through the Santa Fe college Theatre Manager at least two weeks in advance of performance.

The use of any weapons of any kind must be approved in writing by the Santa Fe College Theatre Manager or Technical Director. They also must approve the overnight storage arrangements. All weapons must be "stage prop" weapons - all blades dulled and all guns must be blank firing weapons only. These restrictions also apply to "toys" used as props, but which resemble real weapons. Notification and approval must be completed at least two weeks prior to performance.

[A detailed floor plan showing the size and the arrangement of the Fine Arts Hall stage can be see here](#). Stage crews will be furnished by the performing venue (Santa Fe College) and will work with the director, cast, and crew of



each participating organization. Each organization must be responsible for setting, striking, and cleaning the area for its own production.

Questions may be directed to any member of the Board of Directors directly on our contact page.