



# Easter Festival of Plays

## Backstage Pro-forma

Please complete this form and return it to MADF a minimum of 21 days prior to the festival. Please also attach a list of any furniture and properties you need us to source. We cannot supply small hand or personal properties.

Return to: [stagemanager@madf.im](mailto:stagemanager@madf.im)

If you are unable to send an electronic copy, our preferred option, then please post to:

MADF Easter Festival of Plays  
Tedslair, 21 Terence Avenue  
Douglas  
Isle of Man IM2 5BN

1. Are you bringing your own set? YES / NO

Is your Set?

- a) Black box i.e. curtains
- b) Box set
- c) Other (please describe)

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2. Do you require a set up session after the previous night's play has cleared the theatre?  
NB: this includes time to discuss your requirements with the Stage and LX team.

YES / NO

3. Lighting Tech. Based on a 10am start at the Gaiety, what time do you anticipate starting your 2 hour lighting tech? Please circle the time.

11am                      12noon                      1pm                      2pm

4. Will you be using any technical effects? YES / NO  
e.g. Smoke, pistols, projection, hazer. If yes, please specify

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5. Do you require any seats or boxes to be blocked off during your production? YES/NO

If yes, please specify

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6. Is there anything else you can tell us about your production that may assist you during your visit to the Gaiety Theatre? If so, please tell us below

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7. Sometimes, through circumstances beyond our control, travel arrangements to the island may be disrupted. To help us try to help you, please outline your travel arrangements below and include emergency contact information for the person(s) co-ordinating your travel.

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Emergency contact information:

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