



## MASKERADE NOTES

Welcome to the DWCon 2018 Maskerade! We want you to have the best experience possible, and run a smooth and enjoyable show for everyone to enjoy - so please take some time to read these notes and digest them **before** you give us your completed application form.

### Time Limit

**You have a maximum of 90 seconds for your act.** There are no exceptions to this rule. Previously successful pieces have been simple and short - audiences have short attention spans so don't make your act too long!

In addition to the 90 seconds of performance time, **you may use up to 15 seconds at the beginning and the end of your act to get on and off stage.** If you feel you might need longer than this due to accessibility issues or for any other reason, please speak to the Head of Productions when you register your application or at your tech rehearsal slot.

### Application

You can find the application form on the Convention website ([www.dwcon.org](http://www.dwcon.org)). You may wish to fill it in before the Convention and email a copy to us ([productions@dwcon.org](mailto:productions@dwcon.org)). Please remember to bring a hard copy with you to registration at the Convention to ensure we have all the information we need.

If you'd rather wait until you get to registration on the Friday of the Convention before you fill in your application form, that's fine too! There will be members of the Maskerade crew on hand to answer any questions and provide you with blank forms.

### Registration

If you intend to enter the Maskerade then you **must** come to registration on the Friday afternoon/evening. This is where you will be able to pick up your membership packs - there will be a Maskerade table set up for you to give us your application forms. This will confirm your entry to the Maskerade.

Registration is also when we will give you a time slot for your tech rehearsal on the Saturday - **you must attend the tech rehearsal** at your appointed time or you will not be allowed to perform in the Maskerade.

If you are unable to get to registration on the Friday due to traffic/plane delays/etc., we may be able to sign you up first thing on the Saturday. Let us know **as soon as possible**, either by emailing [productions@dwcon.org](mailto:productions@dwcon.org) when you know you'll be unable to get there or by finding a ConCom member as soon as you arrive.

## Tech Rehearsal

Even if you don't think you have any tech requirements for your entry, you must still come to the tech rehearsal for your time slot. This is our opportunity to give you a 'backstage tour' so you know where to go and how everything will run - plus it gives you the chance to raise any concerns or problems you might have.

For those with simple tech requirements - i.e. if your entry is a 'walk on/walk off' piece - that is all you will need to hang around for. Those who have more complex requirements can then stay on to talk this through with the tech team, and finalise any plans with the Maskerade crew.

If your costume is particularly large or bulky then you may wish to bring it with you to check you'll be able to fit through the stage entrances (if you are very concerned then drop us an email before the Convention at [productions@dwcon.org](mailto:productions@dwcon.org) with the dimensions of your costume so we can double check for you). Otherwise, there is no need to bring your costume to the tech rehearsal.

If you have plans to perform any of your act off stage - such as in the audience space or just in front of the stage - please let us know in advance so we can discuss how it will work and check that there won't be any problems.

Once all entries have been registered and their technical requirements noted, we will compile the Maskerade running order - which you will find out when you arrive for the show in the evening.

Please note that children under 16 must be accompanied to the tech rehearsal and the Maskerade by a responsible adult.

## The Maskerade

Make sure you allow yourself plenty of time to find your costume and get into it - you must arrive at the Maskerade Green Room at least 30 minutes before the start of the show. We can then check you in and inform you of your position in the running order. You will then wait until the Green Room crew are ready to take you backstage.

It is vital that you keep noise in the Green Room to a minimum and listen carefully to what the crew say - we want the show to run as smoothly as possible for everyone!

If you are using a weapon as part of your costume on stage then you will have already checked it in at Ops when you arrived at the Convention. A member of the Watch team will bring the weapons into the Green Room for you to use during your act, and you will be required to hand your weapon back to the watch team after the photo call.

Members of the backstage crew will escort you from the Green Room to the backstage area when it's time. Usually we send people backstage a few acts ahead of their position in the running order, so there is no need to rush or panic. Don't be surprised if you have to wait a while backstage before you go on!

It's at this point that you will be fitted with a microphone if you need one - but other than this all noise and activity should be kept to an absolute minimum.

When it is your turn to go on stage, wait until the MC has finished announcing you before you go on stage. Then do your thing! When you come off stage, there will be a crew member to take your microphone off you and direct you back to the Green Room.

Once all the acts have finished then you can go into the main hall to watch the interval entertainment - **but don't wander off!** The judges will return after about 30 minutes to announce the results - at which point the lucky few will go up on stage to shake the judges by the the hand. Certificates, prizes, and the prestigious Trophy will be given out at the Closing Ceremony on the Monday.

### **Photo Call**

After the Maskerade is over, we will direct you to where the Maskerade photo call is taking place - this is where Convention attendees can take photos of the entrants if they wish.

**Remember: if you are using a weapon as part of your costume then you must give it back to the Watch team after the photo call.**

### **Things to bring to Registration on the Friday:**

- ➔ A copy of your completed entry form.
- ➔ Your soundtrack in the form of a .wav file on a USB stick. We will not be accepting soundtracks any later than the Friday evening. If possible, please also email your soundtrack (as a .wav file) to [productions@dwcon.org](mailto:productions@dwcon.org) - but still remember to bring a hard copy with you on the Friday.
- ➔ 3 copies of your script/stage directions/special instructions for the MC as necessary - one for the MC, one for the backstage crew, and one for the tech crew.