

SUBMISSION INSTRUCTIONS

USITT's Theatre Technology Exhibit

features creative solutions to production problems. Every other year, this exhibit highlights the work of technicians from all areas of production including sound, rigging, costume, crafts, properties, mask making, lighting technology, stagecraft, and special effects.

The **USITT Theatre Technology Exhibit** is the only juried exhibition and publication devoted to theatre technologists. Exhibits are displayed at **Stage Expo March 10 to 12, 2010 during the 51st Annual Conference & Stage Expo in Charlotte, North Carolina**. An article describing, in detail, the products and processes used to develop the idea, accompanies each exhibit. The articles are assembled into a catalog which is sold at the Conference, on-line, and by the USITT Office.

Projects generally fall into these broad categories:

- design of a new device
- creative use of a new (or old) material
- development of a particularly useful process, tool, or technique

Previous projects have included:

- Low-viscosity, nonperishable blood
- Radio-controlled light sources
- Armor from egg cartons
- Angle cutting panel saw
- Homemade CNC router table

Prizes

A jury of peers will review the completed exhibits on-site at Stage Expo 2011 and award six prizes of at least \$250 each.

Applications

Submit your project for consideration by completing the application (available at www.usitt.org) and sending it and the article describing the project to Rob Kerby, Northern Kentucky University, FA113C, 1 Nunn Drive, Highland Heights, KY 41099. A non-refundable \$50 fee (\$25 for students) must be sent to the USITT Office. Applications will be reviewed by the committee, and invitations will be extended to participate in the exhibit by November 30, 2010. The actual exhibit will need to be received by February 15, 2011.

Deadlines:

November 1, 2010 - Complete application, article, and fee submitted.

November 30, 2010 - Applicants notified of project selection.

February 15, 2011 - Exhibits received by Rob Kerby.

March 10-12, 2011 - Tech Expo Exhibit at Stage Expo

Submission Standards and Recommendations for Theatre Technology Exhibit (Tech Expo) Articles

Entries will be accepted based on the quality of the idea, its unique character, and the clarity of the article. Exhibit and catalog presentation is the responsibility of the exhibitor, and must clearly document and display the author's idea(s).

- The Tech Expo Committee will edit and clarify the written information to produce a useful record of both the exhibit and research provided by the exhibitor.
- The article and display are each intended to be stand-alone ways of conveying the exhibit's ideas.
- Each article should give enough information so, assuming some experience on the part of the reader, the project or process can be duplicated.
- Not all readers will have seen the completed project or exhibit, so graphics or photos are helpful.
- A standard format is NOT required, but a step-by-step approach is recommended. It is helpful to include information such as:
 - budget and/or cost figures
 - list of needed materials, as complete and detailed as possible
 - material and research sources such as vendors, contractors, suppliers, etc.
- No previously-published ideas will be accepted by the committee.
- Maximum length of articles is 1,000 words.
- Text should be submitted both electronically and as hard copy. Text in **.rtf**, **.wpd**, or **.doc** format for PC is preferred, but exceptions are possible.
- Reference all graphics within the text such as Fig. 1, Fig. 2, etc., and provide captions for all.

- Keep the text format as simple as possible, but use italics for titles and always cite both the title and its author(s).
- Graphics are usually limited to three to five illustrations for each submission. Both electronic and hard copy should be sent with the article.
- Graphics should be submitted as **.tif** files, and must meet or exceed 600 dpi with all lines black for line drawings; 266 dpi for all greyscale material such as photographs
- Provide clean, black and white hard copy or photographs as well as the .tif files. Hard copies of graphics should be 5" x 7" or larger, but not larger than 11" x 14". Do not bend hard copies of photos or drawings.
- Do not submit original artwork. USITT cannot accept responsibility for its safe return.
- Entrants must include return shipping instructions and or labels inside their exhibits to insure prompt return of their materials.

SPECIAL NOTE:

To assure that the information in the article is as complete as possible and understandable to others, it is strongly suggested that authors ask one or two people who are not familiar with the project to proofread the material before submission. Tech Expo Committee members will work with authors to ensure clarity once a submission has been accepted.

All technical questions about the submission process should be directed to Rob Kerby, kerbyr@nku.edu, 859-572-1427

usitt USITT Theatre Technology Exhibit 2011 Application

To be considered for the Tech Expo 2011, please return a copy of this form,
with a 500 to 1,000 word article for each entry to:

Rob Kerby
Northern Kentucky University
FA113C
1 Nunn Drive
Highland Heights, KY 41099
phone: 859-572-1427
e-mail: kerbyr@nku.edu

A fee of \$50 for each entry, \$25 for students (non-refundable), in US funds, payable to **USITT**, must also be submitted.

Entry fees may be paid using a credit card or on-line using the
USITT Conference Registration form, or by calling **USITT** at **800-938-7488** or **315-463-6463**.

Submissions accepted only from **USITT** Individual, Student, Professional, or Senior members.
Conference attendance is not required. For detailed information on submittals, see the
Theatre Technology Exhibit guidelines available at **www.usitt.org** or by calling **USITT**.

Submission deadline for application form, article, and payment of exhibit fee is **Monday, November 1, 2010**.

- Entrants must include return shipping instructions and or labels inside their exhibits to insure prompt return of their materials.

Name		Membership #		
Address	City	State/Province	Zip/Postal Code	Country
Office phone	Home phone	Fax	E-mail	
Theatre or Organization (if applicable)				

Exhibit Title

Display table options (select one) - all have 3 foot tall tack board

- 2' deep x 3' wide 2' deep x 4' wide 2' deep x 6' wide
 2' deep x 8' wide 4' deep x 4' wide

Support needed (select all that apply)

- 115 volt AC receptacle 208 volt AC receptacle compressed air (100 psi max)
 phone line other (specify)

Exhibit Shipping - ship all materials via UPS or similar service to:

Rob Kerby
Northern Kentucky University
FA113C
1 Nunn Drive
Highland Heights, KY 41099
phone: 859-572-1427 • **e-mail:** kerbyr@nku.edu

All materials must be received no later than **February 15, 2010**.

Exhibit materials will be returned to exhibitors by UPS. Materials will be returned to
entrant's address as entered on this form unless an alternate return address is indicated.

- Entrants must include return shipping instructions and or labels inside their exhibits to insure prompt return of their materials.

United States Institute for Theatre Technology, Inc.

315 South Crouse Avenue, Suite 200, Syracuse, NY 13210

315-463-6463 • 800-938-7488

e-mail: info@office.usitt.org • www.usitt.org