



# 2026 New Hampshire Regional Drama Festival

Pittsfield Middle High School

23 Oneida St, Pittsfield, NH 03263

Festival Host and Technical Director: Jared Griffin  
cell-603-229-7899 email: pantherdrama@sau51.org



Hello NHETG Pittsfield Festival Directors.

I am excited to welcome you all to Pittsfield for the Regional Theatre Festival on **March 14<sup>th</sup>** hosted by the Pittsfield Middle High School Drama Club. We are looking forward to a fun, creative and educational weekend. As you read through this packet and plan your production, please keep a couple things in mind. First, please keep your registration information through the link provided by NHETG up to date as information changes about your production. Doing so will help me plan our festival efficiently and a seamless day for all to enjoy. Second, please provide me your program info as soon as you have it completed. Please use a target date of **Feb 20<sup>th</sup>** for both the registration packet and the program. This is directly before February vacation for all schools. This will allow me to prep everything for you all effectively once school resumes post vacation.

Included in this packet you will find information about our theatre space, a map of the school, potential eating options, ticket information, concessions, a tentative schedule, etc. Please locate the table of contents below. Regarding the Google Sheet registration that was emailed to you by NHETG, this will help me schedule and plan for everyone’s arrival. It will give me your company size, tech and set accommodations, and any other special requests, etc. Also, let me know if you want to schedule a visit to tour our school ahead of time.

This is our second time hosting a Regional festival as we hosted in 2024. Should you have any questions or concerns, please do not hesitate to call, text or email. Please include your name and school in any correspondence so I can track appropriately. I will use email primarily for festival related updates up to Friday the 8<sup>th</sup> of March. Please make it a point to check your email daily to watch for these updates and always reply with something as little as a “got it”, “copy”, “thanks” so that I can ensure you have seen the email. Emails not replied to will lead to excessive and unnecessary emails, calls and texts from me to the director/school advisor. We will also make use of our programs Facebook page, PMHS Drama Club to post and advertise show schedules, high light visiting schools, ticket prices, etc. Please have your friends and families follow for updates.

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## SATURDAY March 14th - 5 School Festival Schedule

TIME	EVENT		
7:15 AM	Registration begins		
7:15 AM	School A Arrives/Registration/Load In		
7:40 AM	TECH: School A		
7:45 AM	School B Arrives/Registration/Load In		
8:15 AM	School's C & D Arrival and Registration		
8:20 AM	School C Load In		
8:25 AM	TECH: School B		
9:10 AM	TECH: School C		
9:35 AM	School A Green Room		
9:50 AM	Director's Forums / Student Forums		
10:05 AM	Opening Ceremonies - Begin Block 1		
* 10:15 AM	Show 1: School A	*	<b>B L O C K 1</b>
* 11:05 AM	Show 2: School B	*	
* 12:00 PM	Show 3: School C	*	
12:50 PM	Forums		
1:20 PM	Lunch		
1:30 PM	School A, B, C can Load out; School D Load In		
2:45 PM	TECH: School D		
3:15 PM	GREEN ROOM: PMHS/ Load In PMHS		
3:50 PM	Return to Auditorium - Begin Block 2		
* 4:00 PM	Show 4:Pittsfield	*	<b>B L O C K 2</b>
* 4:50 PM	Show 5: School D	*	
5:40 PM	Forums		
6:00 PM	Dinner		
7:00 PM	Director's Forum Room 136		
7:00 PM	Dance!		
8:00 PM	Awards Ceremony!		

There is open time the afternoon of March 13<sup>th</sup> should a school want to tech the day before. However, this is not needed as outlined above. Please let me know if you want to pursue this so we can arrange it more concretely.

Additionally, I will ask for each school's participation and allowance of Load in/Load Out from the Staging Zone while another school may be performing their TECH Rehearsal. It's a wide open space and in the same



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room. If all directors agree, I will ensure this is done quietly and without interference during the TECH Rehearsal.

## How Festival Works

Each visiting school will be assigned a “Host” or “Hosts”. These host students will be with your school the entire time they are at Pittsfield Middle High School. The hosts will be responsible for

- Welcoming you when you arrive and park
- Show you where the Load-In area is
- Bring you to registration
- Accompany you to your Tech rehearsal
- Take you on a tour of our school
- Stay with you throughout the entire festival
- Take attendance prior to every show
- Escort you to the green room at your designated time.
- Escort you into the auditorium post-performance for public critique
- Go over general code of conduct while in our space

The schedule above is tentative and couple possible change and shift as we get closer to festival weekend. Saturday morning will be early for a couple of schools so please pay attention to your registration, tech rehearsal, and green room times. Your school hosts will be waiting to greet you and bring your school to which ever area you need to be in according to the schedule. All student and directors will attend their initial forums ahead of the opening ceremonies except for the first school performing in Block 1.

**Student Forums:** At the beginning of the day, we will have introductory Student forums that will run concurrently with the opening director’s forum. This is a great opportunity for all students to get familiar where their forum assignments will be as well as get to know other students from other schools. Forum assignments will be decided by school Directors/Advisors by dividing the provided stickers to each student that will be placed on their nametags. These stickers will be in the registration packet. Each Host/Forum room will be clearly marked with the corresponding sticker/theme. Directors are encouraged to randomly or strategically divide up the stickers to allow for greater creative perspectives during forums, (tech students paired with actors, senior with freshman, differing personalities, etc.).

**Technical Rehearsal:** Please arrive ahead of your tech rehearsal time approximately 30 minutes beforehand. This will provide ample time to allow for the load in process. Your host will bring you to meet the Host Stage Manager who will provide you with colored spike tape for you to use. The tech rehearsal is when you will be able to go over any special tech requirements, spike your set, rehearse lighting cues and scene changes, practice



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vocal techniques, discuss pre and post-show procedures, etc. The Host Stage Manager will go over the tech rehearsal rules. Please ask any questions you have at this time to maximize your tech rehearsal time.

Each school will own the stage for 35 minutes to complete their tech rehearsal. During this window, it is advised to “time” your 5-minute set-up and strike. If these are accomplished in under 5 minutes, you may use

that as your official time. If not, you will be able to use your set-up and strike during your performance as your official time. Reminder to all adult directors/advisors: during the 5-minute timing of set-up and strike, you can not interfere or communicate in anyway. There will be two host timekeepers, one to time your 35 minutes and one to time your 5-minute set-up and strike. The tech timekeeper will call out the time remaining in 5 minute intervals. The set/strike timekeeper will call out the time remaining in 1 minute intervals. If the tech rehearsal cannot proceed at any point through some fault of the host school, the host stage manager will signal the timekeeper to stop the clock and the guest school will be asked to leave the stage until the problem can be fixed at which time the clock will resume. 5 minutes prior to the end of your tech, you will be requested to strike if you have not yet done so. The host tech crew will be on hand to guide you through the use and operation of our equipment. They will also help, at your request, with load-in and load-out. Otherwise, they will stay out of your way as much as possible.

**Schedule:** As to when you will perform, we will not know until information is received from you and all other participants. We try to mix shows on the basis of size of set, genre of production, and approximate timing of performance. A final schedule will be emailed to you as soon as I have all necessary information from all participants. This is why your registration must be submitted as soon as possible.

**Green Room:** The green room will be provided with dressing areas, tables and lighted makeup mirrors, and clothing racks. This room will be yours to use during the 40 minutes prior to your performance. This room must be cleared of your belongings prior to your performance so that the next cast may use it.

**NHETG Membership Dues:** Student dues are (???). Adult dues are (???). Dues may be paid at the registration desk to the NHETG upon your arrival. Students who attended the Workshop Day in October are already paid members.

**Performance Sessions:** Your company will be required to attend all shows except the one immediately before yours if it interferes with your time in the Greenroom. Immediately following your performance, you will strike your set to a location determined by the host stage manager. When the festival stage manager gives the cue, all cast, crew, student and adult directors will come from backstage to the first rows of the theatre where the adjudicators will give a public critique. When you come out into the auditorium the audience will acknowledge your performance with applause. Formal curtain calls are not a practice at Festival.

**Awards:** At the conclusion of the last show, the adjudicators will deliberate. Time varies, but it usually is about an hour or two. There will be one last student/director forum before a designated dinner break which will be followed by a dance/entertainment session. When the adjudicators are ready, you will be called back into the



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auditorium. All Star Company awards will be given for acting, technical theatre and anything else that compels the adjudicators. Finally, the adjudicators will name the schools who will proceed to the NH State Theatre Festival at Gilford High School April 10<sup>th</sup> and 11<sup>th</sup>.

## Festival Meal Options

There will be no catered meals during the Pittsfield Regional Festival. Schools are welcome to bring their own food to keep in their home rooms or visit the few restaurants around town for takeout. In Pittsfield, there is Family Pizza on 15 Elm St., less than a mile away. They open at 11AM and close at 8PM. They offer everything from subs, to pizzas to calzones. The Friendly Diner at 44 Main St is open 6AM to 2PM on Saturdays. They offer traditional breakfast/lunch style food. Just outside of town, Flannel Tavern in Chichester is a pub style restaurant and Diomedes's, a family Italian restaurant. On the other side of Rte. 28, Barnstead has White Buffalo Trading Post which is a typical pizza/sub shop which will deliver and JJ Goodwin's, another pub style restaurant. With large orders and the potential impact of lots of people ordering around the same time, it is best to call orders in ahead of time, either early day of festival or the evening before.

**Concessions:** We do plan to offer a concession table in the lobby for you to purchase drinks, water, snacks, etc. throughout the day. All purchases at the concession table will be cash based.

## While Visiting our School

As hosts, we make this request of you: **Please do not go into any areas or rooms other than those specifically used for festival activities.** Please do not attempt to use any computers. Do not write on white boards or "magic/smart boards". We reserve the right to escalate any disrespectful behavior to that school's director, representative or administration.

- Please help us ensure that this will be a carefree, positive weekend.
- There is **no smoking, vaping or alcohol** allowed in the building or on the grounds of PMHS.
- Participants receive nametags upon arrival. Participants are required to wear these nametags at all times except during their performance: it is your pass to the performing blocks/auditorium. It is also the way we get to know each other.
- We are providing a snack bar/concession table. It will be open between shows and meal breaks, but not during performance blocks.



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## Ticket Information

Tickets will be available for sale for all NON-NHETG members (those not wearing a festival nametag). Tickets will be offered individually for each block for \$7.00 or for the entire day of \$12.00. Our auditorium is a shared space with the Athletic Department. With that said, our theatre space would be considered a “Gymatorium” We can fit approximately 400-500 people with a combination of slide out gym bleachers (approximately 200 people) and folding metal chairs arranged on the gym floor (approx. 250 chairs). Tickets CANNOT be sold in advance and are cash or check only. Checks can be made payable to PMHS Drama Club.

## Directions to Festival

From the Portsmouth Area (approximately 50 minutes):

- While driving NH Rte. 16-N in Portsmouth, get onto US Rte. 4-W at the Dover exit just passed the Newington Bridge.
- Follow US Rte. 4-W to Northwood, NH
- Take Right onto NH Rte. 107-N, Main St Northwood just ahead of Johnsons Dairy Bar
- Follow Rte. 107-N to Pittsfield and take a Right onto Oneida St.
- School parking lot and main entrance is 200 feet up the hill after turning onto Oneida St.

From Concord (approx. 25 minutes):

- Proceed to I393-E/US Rte. 4&202-E
- Take a Left in Chichester at Main St.
- At NH Rte. 28 Junction, take Left onto NH Rte. 28-N Pittsfield/Alton
- Take Right at Intersection of Rte. 28/Leavitt Rd next to MSA-Globe Manufacturing Building
- Take Left on Main St Pittsfield at the falls
- Take left onto Carrol St
- Take Right onto Catamount Rd.
- Take Left onto Oneida St
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From Manchester/Derry (approx. 50 minutes):



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- Proceed to I93-N towards Concord
- Take Exit 15-E, I393-E towards Portsmouth
- Proceed to I393-E/US Rte. 4&202-E
- Take a Left in Chichester at Main St.
- At NH Rte. 28 Junction, take Left onto NH Rte. 28-N Pittsfield/Alton
- Take Right at Intersection of Rte. 28/Leavitt Rd next to MSA-Globe Manufacturing Building
- Take Left on Main St Pittsfield at the falls
- Take left onto Carrol St
- Take Right onto Catamount Rd.
- Take Left onto Oneida St
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From Lakes Region (approx. 35 minutes)

## Option 1

- Locate NH Rte. 107 just south of Laconia
- Follow Rte. 107 S approximately 20 miles to Pittsfield
- Take left onto Oneida St – PMHS is 200 feet up the hill

## Option 2

- Make your way to the Alton NH Traffic circle via NH Rte. 28
- Take NH Rte. 28 S from the circle towards Barnstead/Pittsfield approx. 15 miles
- Take left at Rte. 28 – Rte. 107 Junction in Pittsfield
- Take left onto Oneida St – PMHS is 200 feet up the hill

From Exeter (approx. 55 minutes)

- Take NH Rte. 27 to Epping, NH
- Take Right onto NH Rte. 125
- Take Left on Elm St
- Take Right on NH Rte. 156/Raymond Rd – merge onto Rte. 152
- Follow Rte. 152/Stage Rd towards Northwood
- Take Left on US Rte. 4-W
- Take Right onto NH Rte. 107-N, Main St Northwood just ahead of Johnsons Dairy Bar
- Follow Rte. 107-N to Pittsfield and take a Right onto Oneida St.
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## School Layout/Map

There will be 2 floors that are used for the festival weekend. The Host rooms/Forum rooms, the main lobby/concessions/ticket booth, and stage/auditorium are all on the main/top floor of the school. The Lecture Hall highlighted on the school map will double as the Green Room. The Green room and cafeteria are on the lower/1<sup>st</sup> floor of the school. The map below shows the school schematics. Room assignments are still yet to be determined but should be the highlighted rooms on the map. You will be provided a tour of the facility once you arrive to go over which rooms will be utilized by festival students/directors and which rooms/areas are off limits. Since our space is not a standard performing arts venue, I have attached photos for reference to go along with the descriptions. The Main Office will be utilized by the adjudicators for the festival. The Library will be the Directors Room.

## Technical Information/Stage and Load-in Set up

**Stage dimensions:** The Proscenium is 15' high and 30'8" wide. Trim is 12' high. There is a 1' apron. The stage is 3' high from the audience. The depth of the stage is 20' from DC to UC back curtain. There is a small 3' wide walkthrough behind the back black curtain. There are 4 Curtain Legs on each side each about 3' apart. The wings are not reciprocal as they have different dimensions due to immovable structures/objects on either side. Stage Left Wing has a maximum depth of 12' in the UL stage section. Middle Left and Down Left, the depth is 8'. Stage Right Wing has a maximum depth of 15' from the proscenium edge in the UR stage section. In the Middle Right section, the depth is 12'. Immediately DR just behind the curtain there is NO wing space from the curtain to the first leg (a 6' section) due to a hide-away screen system: **THIS CANNOT BE REMOVED**. The main curtain is controlled manually on stage left. The house lights are controlled by manual light switches on stage left as well. In front of the stage, there will be a 2-foot-high platform approximately 16' wide and 6' deep. There would be steps leading from the front of the stage to the platform and steps leading from the auditorium floor to the platform. This platform can be used by the MC's for show introductions, as



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well as used by the adjudicators, presentation of awards and even by each high school during their show as an extended, but lower apron. (see images 10 and 11 at end of document for reference)

**Load-In zone:** The load-in doors are a set of double doors measuring 80” high by 72” wide (see image #6). These doors are on the northeast end of the building/parking lot. These doors will allow access to the “Staging area” where all schools will store their set/props when not performing. This “staging area” is a 20’X50’ area within the auditorium but separated from the patron seats by a Flat/Drape arrangement. (Image #3

shows where the staging zone will be on the left side of the gym) Each school will have a cordoned off area within this zone specifically for them. The pathway from the “staging area” to the stage is limited to a standard, single door entrance measuring 78” high X 30” wide (see Image #4 and #5). All set pieces, flats, furniture, props must fit through this door or it will not make it to the stage. Once through the door, there is a small set of stairs that leads to the Stage Right Wing area. See Image #6 for reference.

**Lights:** In the Attic Crow’s Nest on either side of the Back wall (see image #2) of the auditorium there are Source 4 Ellipsoidal tree set ups. Each Crow’s Nest Window has one tree with 3 lights each providing a warm yellow light covering the entire stage area. There is a slight obstruction from the basketball hoops that may cast a shadow on stage. Above the stage there are 5 ADJ COB CANNON LP200STX RGBL Par’s in Zone 1(down stage) and 5 ADJ COB Cannon ST RGBA Par’s in zone 2 (upstage). I will include a lighting plot at a later time. Coe Brown has graciously offered to bring their follow spot for use of any school during the festival.

**Light Console:** ETC EOS family software on a laptop PC with a CMD\_KEY EOS V3 keyboard and Nomad Gadget II. (see image #9 below). The light booth will be staged on the auditorium floor in the back by the pull-out bleachers.

**Sound:** We currently have a Yamaha EMX 5016CF sound mixer that is hooked up the PA system of the auditorium (image #7). It is primarily used to connect the handheld mics used by the MC’s and adjudicators and by connecting an adapter from the mixer to a laptop to play sound as needed. The connector for this is a standard AUX cable (with male end) and will fit into any standard female AUX port on any device. This piece of equipment is not owned by the drama club and used only by permission of the athletic department. Our sound booth is staged at the same table as the lights booth.

## Wireless Communication system

We do have 8 wireless headsets from EarTec as part of their UltraLITE Hub series for your tech/set crew. We can lend up to 6 for a school to borrow during their Tech Rehearsal and Performance if you do not have a communication system to bring. If you have your own EarTec or similar wireless communication system, please feel free to bring it. We plan to have our Host Stage Manager and the House Manager on headset to assist your schools as needed and to appropriately start and end each show.



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We will have two hand held MICs that our MC's will use in between shows. These MICs can be utilized for a performance should your show require use of one for dramatic effect as your script dictates. Please let us know during your tech rehearsal.

## Photos/Maps/Images

Image #1



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Image# 2

*Figure 2 Each Crow's nest window can be seen directly above each basketball hoop*



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## Image # 3



3A) (Staging zone will be cordoned off for schools to store their set for the day as pictured below on Image 3A below)

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Image # 4



(This is the access to the stage right wing which all set pieces, set crew and actors will be using before/during and after their shows. Please discuss any concerns you have with the Host/Tech Director if you have large set pieces)



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Image # 5 (close up of stage access door from gym/staging area)





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**Image #6** (North Side Entrance Loading Zone door each school will use for load in/load out of staging area)



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Image #7





# 2026 New Hampshire Regional Drama Festival

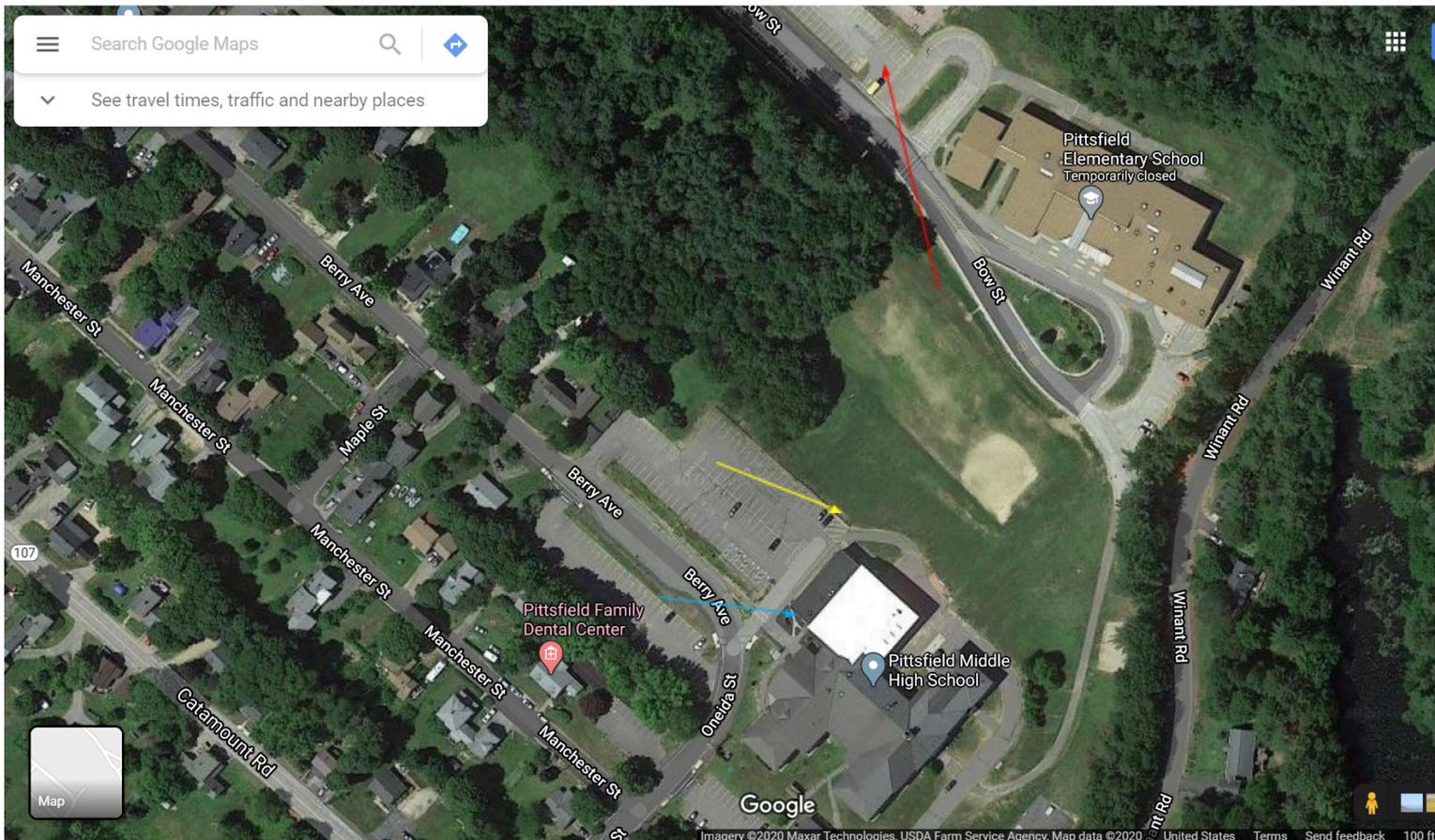
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## Image #8



Red Arrow shows at the Pittsfield Elementary School for school bus and trailer parking.

Yellow arrow shows where the load in area is for school unloading set.

Blue arrow is the main entrance to PMHS.

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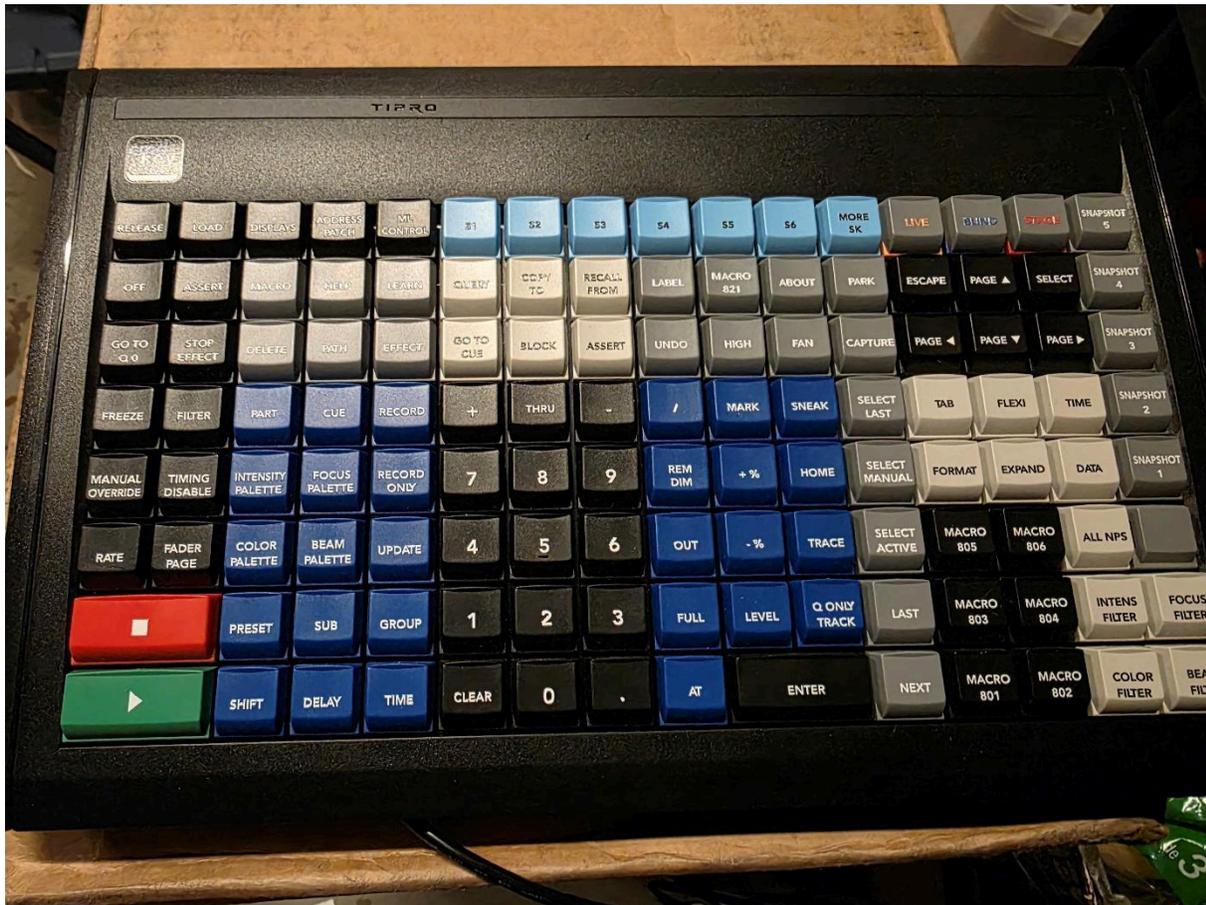
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Image #9 (light board keyboard)



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Image #10 (Gym/Auditorium layout)

