

TECHNICAL RIDER for A CHRISTMAS CAROL

IN ORDER TO INSURE THAT ALL GOES SMOOTHLY, IT IS IMPORTANT THAT A COPY OF THIS INFORMATION SHEET GETS TO THE ON-SITE PERSON IN CHARGE.

IF THE PERFORMANCE IS TO TAKE PLACE IN A SCHOOL, OR YOU ARE A VOLUNTEER ORGANIZATION OR HAVE LIMITED TECHNICAL CAPABILITIES, DON'T WORRY. SUGGESTIONS HAVE BEEN MADE IN EACH SECTION TO MAKE IT WORK.

GENERAL INFORMATION

- 1) Our Stage Manager will contact the on-site person in charge approximately 48 hours before the performance to get specific information (as to where the loading dock door is located, etc.) and to answer any additional questions which may arise.
- 2) We will arrive approximately 2 hours before performance time. Performance times cannot be changed at the last minute and we will be unable to open the house any earlier than 1/2 hour before performance time. If you need to open the house prior to 1/2 hour before the performance, you may do so, but be aware that the cast will probably still be setting up on stage.
- 3) The performance is approximately 1 hour.
- 4) We travel in a 2 maxivans. We will need to have a clear space to unload onto or near the stage. If load-in area is a long way from the auditorium please let the stage manager know in case more time is needed for load-in. If the vans cannot stay in the loading area during our time at the theater, then other parking arrangements need to be made for us.
- 5) We will need at least two dressing rooms close to the stage with mirrors and electrical outlets able to accommodate 4 men and 2 women. These need to be properly heated/ventilated, and doorways and windows should be covered to insure the actors' privacy. In schools, rooms such as the nurse's office, or faculty bathroom will suffice.
- 6) Separate sanitary toilet facilities with hot and cold running water must be provided for male and female actors. These restrooms should be separate from those provided for the audience.
- 7) We will need easy access to drinking water. Additional hospitality is greatly appreciated (food & beverages).
- 8) The taking of pictures during the performance is not allowed, nor is the video or sound recording of the show, without the expressed written permission of Theatreworks USA.
- 9) Theatreworks USA must be informed of any picture call no fewer than 48 hours prior to the call, barring extenuating circumstances.
- 10) Please remember to turn off any bells, buzzers, and P.A. systems in the auditorium during the show.

PERSONNEL

- 1) There needs to be someone in charge available at all times to answer questions.
- 2) We will need 5 people to help us unload our van when we first arrive and to load again at the end of the performance. (If this is a professional theatre, 2 trained crew members are sufficient.)
- 3) One electrician is needed to run lights during the show. He/She also needs to be available before the show to work with our Stage Manager to set cues, do rough focusing, etc..

or

We will need one person familiar with whatever lighting is available. He/She will be needed when we arrive and during the show. If the controls for the lights are not close to the Stage Manager, it would be helpful if communication (i.e. headsets) is provided.

- 4) If there is a grand/main drape or front curtain, there should be someone to operate it.
- 5) We may need someone to help with sound.

-more on back-

SOUND

We travel with our own sound system which our Stage Manager runs from backstage. All we will need are regular 110 volt outlets on either side of the stage (with extension cords if the outlets are not easily accessible). If there is a house sound-system that we can plug our playback source into easily, this may be preferable.

We travel with body mics for voice amplification that we intend to utilize. However, in speaking with the Theatreworks stage manager for the production, you may concur that PCC's are more suited to your space.

If your house has PCC's, you might want to consider setting them up in advance of our arrival as an alternative. We suggest 3 floor mikes one foot from the lip of the stage, down stage- right, left, and center. As a final option, if you have your own body mic system and would prefer to use it, please notify the Production Manager at Theatreworks USA well in advance.

Please inform Theatreworks USA of all radio frequencies used in your area that might effect wireless mic transmissions.

There will need to be communication (headsets?) for the Stage Manager to be able to talk to the lighting operator and possibly the sound operator. Our Stage Manager usually runs the sound offstage right or left. However, if in-house cable runs are sufficient to operate the sound and call the show from a house sound station or a booth out front, please inform the stage manager of the tour of this option when he/she calls.

STAGE/DECK

Note: This show's set requires a stage height minimum of 14' and a clear playing area of 30' X 30'

- 1) The stage must be cleared, swept, and mopped.
- 2) If there is a crossover available, it also needs to be cleared.
- 3) The size of the stage will determine what we will use for masking behind the backdrop. Possibilities are a black traveler, cyc, etc.

or

If your space is a gym with no wing space or stage curtains, some adjustments will need to be made. For example, the actors often have quick changes that need to be done just offstage but out of the audience's view. Possible solutions may be discussed with the Stage Manager when he/she calls two days before the performance.

- 4) If there is a grand/main drape, it will be used.
- 5) There need to be prop tables both left and right and up center.
- 6) We need a Stage Manager's station where the SM can run sound, preferably offstage left or right. If you have a SM station at another location, the Stage Manager should be given the option as to which to use.

or

If you do not have a Stage Manager's station, please provide a table on one side of the stage with adequate lighting for the Stage Manager to run sound.

- 7) There should be a few chairs on each side of the stage.
- 8) It would be helpful if you could provide a costume rack.

LIGHTS

Our lighting needs are very simple. We basically use a few general looks. We will want to be able to use various levels of brightness for each look, as well as be able to go to a blue out. We would like a general warm wash and cool wash using side and/or down light in cools (blue) and/or down light in warms (rose or amber). If possible, we would also like one special at down center.

or

If you do not have a sophisticated lighting system, do not worry. At the very least please be sure to check and replace any burned out light bulbs. The stage should be as brightly lit as possible. We prefer not to use fluorescent lights. All shades on the auditorium windows should be drawn and doors shut during the performance.

FRONT OF HOUSE

We will need an easel on which to place our houseboard. It should be placed in full view of the incoming audience. If you do not have an easel, a music stand or a chair will do.