

Babylon: Journeys of Refugees

Sample Technical Rider

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Preliminary Production Contact & Contracts

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General Description:

***Babylon* generally travels with 5 performers, 1 director, and 1 technician for a total of 7 personnel. We also bring puppets, props, ground cloth and assorted set pieces.**

The theater will provide one master electrician, one focus assistant, and one audio/video technician to assist in load-in, tech set up and setting cues.

The theater will provide running crew of one lighting board operator for all performances.

The specific technical equipment and working conditions needed to realize the show are detailed below; however, specific technical needs will be addressed on a per venue basis. The production company will be as flexible as possible to accommodate the needs of the Presenter and the specific limitations of the venue. The presenter must contact the Sandglass Technical Director to discuss any and all changes in the Technical Rider before the Engagement Contract can

be fully executed. It is understood that the Technical Rider is an integral part of the Engagement Contract and no Engagement Contract will be considered complete without a signed Technical Rider.

NOTE: All equipment and conditions cited in this rider, which the house and or presenter agree to provide, MUST be in theater at the time of the company's load-in, prior to the company's arrival. The company cannot be held responsible for delays in production and performance resulting from delays in acquisition or availability of necessary equipment or unsuitable working conditions.

Prior to Production:

The presenter agrees to provide the company production manager with the following at least 6 weeks before the presentation:

- Theater ground plans showing all lighting positions
- Sectional plan or list showing sightlines and heights of all lighting positions
- Circuit plan (if available)
- List of operational lighting with a description of the light control equipment including the make and model. Please include accessories e.g. Irises/barn doors/# of booms etc.
- List of operational sound equipment
- General description of the theater: type of seating arrangement and capacity; stage floor description including condition, etc.

Sandglass Theater will provide:

- Costumes and props as necessary for each performance
- Either our standard light plot or an individualized light plot and corresponding paperwork.
- Detailed description of the stage layout and production needs.

In addition, the Presenter shall:

- Provide space that is well heated or air-conditioned (as the company determines to be appropriate), lighted and cleaned
- Provide necessary running staff including box office and janitorial personnel
- Pre-hang and execute the supplied lighting plot and color cuts
- Pre-hang the masking and complete any agreed-upon floor treatment deemed necessary by Sandglass Theater
- Any alteration to the house floor will be complete prior to the arrival of the Sandglass personnel
- Have speakers and sound system ready for sound check and control

- Give a final count of ticket sales and the number of audience members for each performance to the Technician and Tour Director.

Stage Requirements:

- The preferred playing space is 35' wide x 24' deep. We need a MINIMUM of 28' wide and 20' deep.
- We need a black backdrop – either a wall or soft goods are acceptable
- The floor must be in good condition so that our set pieces will roll smoothly. If there are any concerns regarding the state of the floor, please discuss with the Technical Director.
- We need the ability to hang our projection screen approximately 6' off the ground at the upstage edge of our playing area.
- We generally need 2 wings (black) on each side. Wings should be at least 4'.
- 2 dim blue running lights (one for each side of the stage)

Company:

- Number of actors: 5
- technician: 1
- director: 1
- 7 members of the company in all.

Stage:

- minimum stage size: 28' width by 20' depth by 12' height
- pipe or batten overhead to hang our 8'10" wide by 5'3" tall projection screen.
- we will place a 24' wide x 14' ground cloth on the floor of the performance area. This will need to be securely taped to the floor at the edges with black gaffers tape.
- projection capability, either front or rear projection, to hit our screen which will be hung at about 6-7' height at the upstage edge of the performing area. We travel with a projector if you do not have one, but we will need a small table/platform (for rear projection) or the ability to mount the projector overhead at the front of the stage. Ideal distance from projector to screen for rear projection is 20'.

- the show incorporates live video from a camera on a very low tripod about 6” in front of the ground cloth/playing area
- our sound/projection technician will need to be placed so they can see the screen and actors and be within reach of cables from the projector and our video camera.

Schedule:

Company needs uninterrupted use of stage for a minimum of 16 hours prior to performance, after lights have been hung and rough focused. Here is a sample schedule for an 8 pm show. Please adjust for other curtain times.

(1 day before first performance)

9 am: Arrival and load-in. The sound system is in place and working, lights and masking are hung and rough focused according to the enclosed light plot and ground plan

Company places ground cloth, puppets and props

10 am: Hang projection screen and focus lights.

1 pm: Lunch break

2 pm: Set sound levels and light cues.

6 pm: Dinner break

(day of performance)

9 am: Cue-to-cue rehearsal with cast

1 pm: lunch break

2 pm: full dress rehearsal

4 pm: break before show

7 pm: Performers return to theater

Theater Personnel:

Load-in and set-up:

- **Stage hands** including **master electrician** and **board operator**. Light plot should be pre-hung and rough-focused before our arrival. If the theater has a fly system we will need one fly crew to hang our projection screen. If there is no fly system we will need a ladder and line to dead-hang the screen from a beam overhead. We do not travel with a floor stand for the projection screen; please contact us immediately if it is not possible to hang the screen at the upstage edge of the playing area so we can work with you on another solution.
- **Sound technician** to facilitate and trouble shoot the connection of our sound output to the house sound system
- **Projection technician** to facilitate and trouble shoot the connection of our video projection output to the house projection system or to our projector.

Running Crew:

Light board operator provided by the theater for tech and all performances

Stage:

All lighting instruments and masking must be hung according to the enclosed light plot and ground plan and the sound system must be in place and working.

a. Masking

Black velour legs, black borders, and black traveler or drop should be hung according to the enclosed ground plan and according to the following guidelines:

- 1) Stage width masked to approximately 24 feet
- 2) Plaster line to black traveler or drop: minimum 20 feet

Sound:

Sound cues are run from our laptop computer. We require one stereo miniplug line to your high quality stereo sound system.

Lighting:

Please execute the enclosed light plot and color cuts. All instruments must be hung and rough focused before the company's arrival.

Projections:

Projections are run from our laptop. We can send a VGA feed or an HDMI feed to your projector. Alternatively, we can use our own projector but we will need either a table 15' behind the playing area (for rear projection) or an overhead projector mounting system at the front edge of the playing area (for front projection). We carry 45' of VGA cable.

Dressing Rooms:

The show requires two clean, heated and/or cooled, well-ventilated dressing room with lockable doors.

Wardrobe Area:

There should be a fully equipped wardrobe area including a steam iron, an ironing board with cover, and a costume rack with plastic or wooden hangers.

Security:

Adequate security must be provided for the protection of company and personal property. The dressing rooms must lock and the keys be given to the company upon arrival. Access to the stage, backstage area, and dressing rooms must be restricted to only those working on the show from load-in through load-out.

Catering:

Please arrange to have the following in the dressing room at the start of load-in:

An assortment of fresh fruit (bananas, oranges, grapes, pears, etc.), cheese, and crackers.

Fresh fruit juice (no juice-like "drinks," please) and bottled water

An ice chest with ice and/or refrigerator

*Please note that there are seven of us in the company