



**Loire Valley Theater Festival, Inc.
Technical & Performance Requirements
Revised March, 2020**

Please note that TURNING 15 ON THE ROAD TO FREEDOM (“TURNING 15”) can be adapted to almost any venue regardless of size. The equipment specified in this rider is meant to serve as a guide to meet the basic minimum requirements of this production. We are aware that some of this equipment will not be available in your venue. Please contact the COMPANY with details of any substitutions that must be made that differ from this rider.

The following Technical Requirements for the TURNING 15 Tour, hereafter referred to as the “COMPANY”, are an integral part of the engagement agreement and as such should be read carefully, signed and returned with the Columbia Artists’ contract in order to have a fully executed agreement. The requirements agreed upon in this Tech Rider will cover the 75-minute show for general audiences as well as the 50-minute show for student/school audiences.

REQUIRED INFORMATION

It is essential that PRESENTER forward complete technical information on the proposed venue. This information must include a floor plan of the stage, a rigging plan including lineset plot, a floor plan of the hall/theatre, side elevations of the stage, lighting inventory, sound inventory, detailed ground plan, layout and/or description of Dressing and Green Room areas, Seating Chart, Merchandise Sales are/Layout, and copy of all house rules.

SHOW INFORMATION

1. Length of Performance: The general audience show runs roughly 75 minutes and the school audience show runs roughly 50 minutes. There are NO intermissions.
2. House Open: House is to be opened 30 minutes prior to the show start. Requests for earlier house open can be made, but not guaranteed.
3. Performance Schedule: For schedules permitting less than 2 hours between the end of one performance and the beginning of the next performance, Presenter must provide a catered meal as appropriate for time of day. At all other times, water, tea and coffee must be provided to cast and crew.
4. The Cast and Crew of **TURNING 15** consist of:
 - a. 7 Ensemble Members including 1 Lead Female Performer, 3 Females and 3 Males (Ensemble includes Swings and Lynda Understudy)
 - b. Production Stage Manager
 - c. Production Technical Director

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- d. Production Company Manager
- e. PRESENTER may provide 10-15 local choir singers to join COMPANY subject to review and availability

COMPANY will have the option of replacing performer(s) with a performer(s) of equal status at COMPANY'S discretion.

- 5. This is a **NON-YELLOW CARD ATTRACTION**.

LOCAL PRESENTER AGREES TO FURNISH AT PRESENTER'S OWN EXPENSE THE FOLLOWING:

STAGE REQUIREMENTS

- 1. COMPANY travels with 1 Production Stage Manager, 1 Production Technical Director, and 1 Production Company Manager with the show. All local Technical personnel will be under the supervision of the Production Stage Manager.
- 2. Subject to review, COMPANY suggests a minimum proscenium width of 24 feet wide by 20 feet high. Stage area suggested minimum of 30 feet wide by 26 feet deep from the smoke pocket to the back wall. A suggested minimum grid height is 20 feet. Venues of lesser dimensions must provide this information to COMPANY.
- 3. PRESENTER is required to supply the following set pieces (guide photos and descriptions will be supplied at a later date):
 - a. 2 4'x 8'platforms placed end to end with black skirting, and steps at each end. If Venue does not have, COMPANY can provide.
 - b. 1 Table (minimum 2' x 2' black cube)

FACILITY REQUIREMENTS

- 1. The physical production travels in 1 van (size approx. 20'). The company also travels with 1 cast and crew van/bus. PRESENTER is responsible for all parking permits and making arrangements for crew van to be parked at the venue during the entire run.

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2. COMPANY requires 2 Dressing Rooms; 1 for Female Ensemble Members, and 1 for Male Ensemble Members. Rooms must be equipped with table, chairs, mirrors, mirror lights, and have access to hot and cold running water, toilet and shower, and quality hand soap. All performer's dressing rooms must be clean and well lit with appropriate wardrobe "hanging" racks. These rooms and bathrooms must be separate and private from any bathroom used by the public.
3. COMPANY requires additional space to be used as a Production Office with high-speed internet access (site-wide wireless is fine) installed and live prior to COMPANY's arrival. The COMPANY also will need access to a local copy machine.
4. The stage and dressing room areas should be maintained at a comfortable temperature at all times while COMPANY is in the hall/theatre including throughout the duration of the LOAD-IN and LOAD-OUT. The stage and dressing areas shall be cleaned, swept and mopped prior to arrival. Trash cans must be emptied nightly and cleanliness must be maintained in all rooms used by cast and crew.

SECURITY

1. PRESENTER management shall provide and maintain a safe and secure facility during the entire load in, show and load out of the production.
2. From the start of the LOAD-IN through the completion of the LOAD-OUT, the Stage and Dressing areas are for the exclusive use of TURNING 15. NO meetings, events, performances or such shall be held on the Stage or Dressing areas without prior discussion and agreement with the Production Stage Manager. This is to guarantee protection of the physical production of TURNING 15 and to designate responsibility for any individual or group who may be on the stage. This includes anyone who is not an employee of TURNING 15 and anyone who is not covered by TURNING 15 insurance and workers compensation responsibilities.
3. Security Personnel must be provided by PRESENTER and at the hall/theatre one hour before each scheduled curtain and remain until cast and crew's departure. An usher or security person is also required to be located at the sound and/or light console during intermission.

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STAGEHAND REQUIREMENTS

1. PRE-HANG and LOAD-IN

- a. LOCAL PRESENTER WILL PROVIDE ALL LIGHTING and SOUND EQUIPMENT TO COMPANY'S SPECIFICATIONS.
- b. The Pre-Hang and Focus calls shall be established on a venue by venue basis dependent on availability and need. Ordinarily, the Pre-Hang will take place on the day prior to the Company's arrival, but it can also happen the day of performance. It is important to advise Production Stage Manager regarding the scheduling of this call in advance.
- c. Work to be accomplished during the pre-hang includes the hanging and focusing of the lighting plot (to be forwarded under separate cover), the hanging of the cyclorama/projection screen (described below under "Projections"), and the hanging of the soft goods (described below under "Masking and Draperies").
- d. The physical Load-In is estimated to take four to six (4 - 6) hours. Work to be accomplished during the actual load in, aside from setting up the physical production, will include final focus, sound check, run-thru, and choir rehearsal, if a local choir is participating. The final sound check and local choir rehearsal may take place between the completion of the Load-In and the Show Call or prior to the Show Call if Load-In occurs on the previous day. **Additional load-in crew may be required if there is no Pre-hang.**
- e. PRESENTER must arrange and guarantee that the stage loading dock and door will be entirely clear, have adequate lighting and be clear of any ice and snow during load-in and load-out. The loading dock should be equipped with a dock plate or other dock-leveling device. If there is no loading dock available into the hall/theatre, PRESENTER shall provide additional crew, if needed, per Production Stage Manager. If loading is performed from a street or Parking lot, arrangements should be made by PRESENTER to clear all vehicles and obstructions prior to arrival and secure all necessary permits. If the van cannot remain at the dock/load area, parking needs to be arranged as close as possible. Estimated local crew call is as follows:

2 - Loaders or as necessary for one (1) 20' Van

2 - Carpenter

3 - Electricians (including 1 Projection, 1 Sound)

1 - Wardrobe

8 TOTAL (inclusive of House Heads; in the event that House Heads operate in a supervisory capacity, the total number of working crew should be 8)

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*****Please note that additional load-in crew may be required if there is no Pre-hang.**

2. SHOW CALL

- 1 - Carpenter
- 3 - Electricians (1 board operator, 2 Sound (includes Projections))
- 1 - Wardrobe (See below)
- 5 TOTAL (inclusive of House Heads; in the event that House Heads operate in a supervisory capacity, the total number of working crew should be 5)

TURNING 15 does not travel with a wardrobe supervisor. COMPANY will travel with all costumes, which will need to be steamed before first performance, washed and steamed every day and dry cleaned as per directed by Production Stage Manager. PRESENTER must provide a wardrobe person to perform this daywork and run all performances.

3. LOAD-OUT

The load-out is estimated to take two (2) hours. Estimated crew call is as follows:

- 2 - Truck loaders or as necessary for one (1) 20' Van
- 2 - Carpenter
- 3 - Electricians (including 1 Projection, 1 Sound)
- 1 - Wardrobe
- 8 TOTAL (inclusive of House Heads; in the event that House Heads operate in a supervisory capacity, the total number of working crew should be 8.)

4. LOCAL CREW

- a. All personnel called for the Load-In, Load-Out, and performances of the TURNING 15 Production must be qualified in their department and prompt for the starting times of all calls.
- b. TURNING 15 is not a technically complicated production, but it does require experienced and properly outfitted stagehands. All stagehands employed are expected to bring basic tools. (i.e., a hammer, Phillips screwdriver, slotted screwdriver, crescent wrench, etc.)

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- c. No Tolerance Policy: Anyone showing up for work or show calls showing any signs of Alcohol or Illegal Substance use will be dismissed immediately and promptly replaced by the PRESENTER at the PRESENTER'S sole expense.
- d. It is the sole responsibility of the PRESENTER to bear the full cost of all local labor, including overtime, if applicable.
- e. Wardrobe run crew member must have good sewing skills.

SOUND

- 1. COMPANY **DOES NOT** travel with ANY sound personnel. COMPANY travels with wireless mics and audio playback ("Q-Lab"). PRESENTER must supply qualified and competent sound staff capable of setting up, tuning the system operating and wiring of the system
- 2. COMPANY will need access to the house PA system. PRESENTER must supply sound system, including Stage Monitors, as per the attached specifications and at no charge to the TURNING 15 Production. (The Sound Plot and Minimum House Sound System Requirements to be forwarded under separate cover.)
- 3. COMPANY retains the sole right to set all amplification levels at its discretion. Please advise Production Technical Director of ANY audio level restrictions.
- 4. We recommend that F.O.H. sound console shall be placed in an un-obstructed area of the hall/theatre's ground (or Orchestra) level, preferably not under any upper levels. **(If this placement requires removal of seats to accommodate the equipment and operator, PRESENTER must obtain written approval in advance from the TURNING 15 Production and PRESENTER shall do so prior to the sale of any such tickets.)** These tickets shall not be included in the COMPANY's complimentary tickets. Placement of sound equipment is at the sole discretion of the COMPANY.
- 5. COMPANY will use the venue's backstage paging system.

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ELECTRICS

1. PRESENTER must supply qualified and competent electric staff capable of setting up, tuning the system operating and wiring of the system. COMPANY travels with the six (6) intelligent fixtures indicated on the lighting plot, and a DMX-control (Eos/Ion compatible).
2. The lighting plot (to be forwarded under separate cover along with the Minimum Lighting Capabilities Requirements) shall serve as a part of this rider. The **lighting equipment** is required to be supplied by PRESENTER, with the exception of the indicated intelligent fixtures, including color and templates, conventional fixtures on the lighting plot may be substituted for LED units of equal photometrics and intensity. All materials required for the implementation of TURNING 15 light plot, shall be paid for by PRESENTER. The TURNING 15 Production will bear no cost for the use of house equipment. Any modifications to the light plot needs to be approved by COMPANY's Production Technical Director or their designate (COMPANY shall provide PRESENTER with a scaled light plot upon request). Should PRESENTER'S hall/theatre require a qualified electrician to tie-in the power needed, that required electrician shall be present at the beginning of the scheduled Load-In time.
3. Per the instructions regarding the Pre-Hang, ordinarily the lighting plan shall be installed and focused in the PRESENTER'S hall/theatre the day before the first public performance of the COMPANY, but it can also happen the day of the first public performance. It is important to advise Production Technical Director regarding the scheduling of this call in advance.
4. A rolling lift or ladder(s) capable of reaching and rolling at a safe working height equivalent to the height of the lighting equipment shall be available for focusing the lighting plan (as provided) on the day of the lighting Pre-Hang and Load-In. If lift/ladder is not normal "house equipment" then PRESENTER will provide lift/ladder for run of show to facilitate maintenance. The lift/ladder **MUST** be able to move across stage at focus height.
5. We recommend that FOH position for the electric's console shall be placed in an unobstructed area of the theatre's ground (or orchestra) level, preferably next to the sound console, or in another similar location FOH. If this placement requires removal of seats to accommodate the equipment and operator, PRESENTER must obtain written approval in advance from the TURNING 15 Production and PRESENTER shall do so prior to

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the sale of any such tickets. These tickets shall not be included in the COMPANY's complementary tickets. Placement of lighting equipment is at the sole discretion of the COMPANY, but will be decided in consultation with PRESENTER.

PROJECTIONS

The COMPANY incorporates projected images on a cyclorama provided and hung by PRESENTER and COMPANY will utilize projection equipment also provided by PRESENTER (requirements to be forwarded under separate cover). If cyclorama is not available, PRESENTER must provide a projection screen no less than fifteen feet tall and twenty feet wide. If projector is not available or does not meet COMPANY requirements, COMPANY travels with a projector which will be placed Front-Of-House at the discretion of the Technical Director. Please notify COMPANY in advance of any access limitations to Front-of-house positions.

PRESENTER must supply qualified and competent projection staff capable of setting up, with experience in Q-Lab, tuning the system, and operating and wiring of the system.

MASKING AND DRAPERIES

All Draperies should be black, unless otherwise noted and in good condition.

1. The stage area wings and backstage must be cleared of all obstructions. All battens must be cleared of all goods prior to Company arrival except required Soft Goods. House must be stripped excluding masking per Company requirements at PRESENTER expense. All masking must be BLACK.
2. The COMPANY will require enough black legs and borders to properly mask the wings and upstage areas. The minimum playable stage area needs to be: 30' width by 20' deep. Venues of lesser dimensions must provide this information to COMPANY.
3. Venues that have a stage more than 30' deep will require a mid-stage traveler to define the playing area.
4. A Fly System is not required

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5. TURNING 15 **DOES NOT** use the main curtain.

COMPANY HOSPITALITY

Catering will be provided by PRESENTER for cast and crew of COMPANY for Load-In, performance and Load-Out schedule. During Load-in schedules that encompass the lunch and/or dinner breaks, PRESENTER will provide the crew with a simple meal as appropriate for time of day. For performance schedules (including any additional masterclasses) permitting less than 2 hours between the end of one performance and the beginning of the next performance, PRESENTER must provide a catered meal to cast and crew as appropriate for time of day.

Water, tea and coffee must be provided at all times cast and crew of COMPANY are on the premises.

There are serious peanut, treenut, and shellfish allergies in the Company.

COMPANY TICKETS

1. COMPANY is to be provided with the following COMPLIMENTARY tickets for each performance, for the use of the Company:

Six (6) Pair, to be located between the 5th and 10th row of the Orchestra (Center), which will be released 48 hours prior to curtain time, if not used by the Company.

2. COMPANY is to be further provided with the following HOUSE SEATS for purchase for each performance, for the use of the Company:

Six (6) Pair, to be located within the first 10 rows of the Orchestra (Center), released 48 hours prior to curtain time, if not used by the Company.

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PUBLICITY REQUIREMENTS

PRESENTER agrees not to use any publicity materials (including, but not limited to, biographies, photographs, flyers, video, ad slicks, etc.) other than those materials provided by COMPANY to publicize the performance date(s). In addition, the Artists' names may not be used or associated, directly or indirectly with any product or service without the written consent of COMPANY. Press releases generated by PRESENTER or PRESENTER's publicity representative must be approved by COMPANY prior to use.

PRESENTER to provide name and contact information of PRESENTER's marketing director to be directly coordinated with COMPANY's National Press Representative in New York.

PROGRAM REQUIREMENTS

Program copy with the proper format, billing, and credits will be sent to PRESENTER four to six weeks prior to the performance date(s). COMPANY will have approval over any changes to these materials. PRESENTER is required to provide Programs for public performances.

HOUSE MANAGEMENT

PRESENTER will be responsible for stuffing programs and inserts prior to show. Ushers will supply each patron with a stuffed program.

CONCESSIONS

One (1) 6' skirted table is required in the lobby in high traffic location, unless there are existing merchandise displays.

PERMITS

1. PRESENTER agrees to obtain all permits and authorization necessary to allow one (1) twenty foot van access to the loading dock door one (1) hour prior to and for the duration of the load-in through load-out. Should local conditions and laws make it impossible to keep the trailer at the venue loading dock, all arrangements must be made by local PRESENTER to arrange parking for same COMPANY van. The arrangement must be

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discussed with COMPANY's Production Stage Manager, and must allow unlimited access to the van for the duration of the run.

2. COMPANY will NOT utilize smoke, fog flame or any special effects.

HOTEL AND TRAVEL REQUIREMENTS FOR COMPANY

PRESENTER agrees to guarantee at PRESENTER's expense hotel accommodations for a minimum of two nights, economy flights, and local transportation, if necessary, for all traveling COMPANY members.

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CONTACTS

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ADDENDUM ADHERENCE AND DISSEMINATION

No deletions, additions, or substitutions to this document will be accepted unless counter-initialed by Columbia Artists and/or Producer/General Manager. PRESENTER hereby guarantees that this addendum will be distributed intis entirety, exactly as is (or as corrected and approved) to the appropriate technical and administrative personnel at the hall/theatre as contracted hereunder.

AGREED TO AND ACCEPTED:

Signed By: _____
(PRESENTER)

Date: _____

Print Name: _____

Print Title: _____

Organization: _____