

# COPPELIA

## TECHNICAL AND HOSPITALITY RIDER

August 2017

### Crew

Our current estimated crew requirements are:

- 6 Crew for load-in and set up
- 1 Wardrobe crew for laundry, steaming and minor costume repairs
- 4 Running Crew: lighting, sound, 1 stage, 1 fly person
- 6 Crew for strike (tear down and reload into trucks)

Please Note: Crew size may change depending on the size of the theatre. Crew for rehearsals and successive performances **must** be the same people.

The basic schedule for Ballet Jörgen Canada while on tour is as follows:

5:00p.m. – Load in the night prior (4 hrs) Assemble set, lay dance floor, lighting focus

8:00a.m. – Tech time (cont. LX focus, levels)

1:00p.m. – Company Class (crew not required)

2:00p.m. – Crew Back

2:30p.m. – Dancers Spacing, Cueing Continues

6:00p.m. – Rotating Dinner Break, Sound Check

7:00p.m. – Crew Show Call – sweep, mop, preset

7:30p.m. – House Opens, Company Call

8:00p.m. – Curtain

– 20 min. Intermission

10:00p.m. – Company Reception if requested

10:00p.m. – Strike and Load out

12:30a.m. – End of day

### Note:

- This schedule will change.
- The theatre will never go dark during a working day. Crew schedules must reflect the fact that the dancers will be on stage during crew breaks and meals. For this reason the crew will have staggered breaks and meal times. The theatre will be used constantly by the company.
- If there are two performances on one day, loading in at 8am the day prior to the performance day is **essential**.
- In the cooler weather we like to drop our dance floor off the night before the performance to warm-up. We will contact you to arrange this.

### Staging and Set

Preferred 40' opening X 35' deep or larger, plus crossover and wing space

Minimum 25' X 25' (This must be confirmed by the company).

Crew should bring or have access to several c-wrenches.

We will need 2 prop tables (4' or 6') backstage, one in each wing with work lights.

**Ballet Jörgen Canada will be bringing:**

- A series of rolling units (4) of various sizes and shapes and one small unit that revolves on itself.
- an arched fabric backdrop to be hung just downstage of the cyc electrics.

Without set modifications the set does need clearance of 17' from the stage deck to the bottom of the borders or lighting fixtures whichever are lower. Changes to the set can be made to slightly reduce it's height. If any changes are required, we will discuss them with you prior to our arrival.

A floor plan and section to scale will be needed so please forward us a copy as soon as soon possible.

**Drapery**

The Company requires:

- House Curtain
- Four to six sets of black legs and borders preset for the best masking of back stage
- Cyclorama
- One free lineset downstage of the cyc electrics to hang our black fabric backdrop

A fly plot to scale (or paperwork with distances between pipes indicated) will be needed with any permanent line sets (electrics, etc.) and the masking documented. Please forward this to us with the floor plan and section.

**Audio**

The company requires:

- One CD deck. The company will provide a mini disk player for playback to be hooked up to the theatre's sound system. The theatre's CD deck will be used for backup.
- One microphone backstage or in the booth for pre-show announcements (placement will be decided during the set up).
- Adequate speakers and amplification for the theatre.
- Stage monitors.
- Clear Com set up with four headsets (SM will call the performance from the wings or the booth - to be decided during the set up).
- AC power source to plug in a portable sound system on the apron stage right for class.
- Dressing room paging and performance sound if possible.
- A video monitor backstage with an audience view of the stage. (if available)
- A video monitor backstage with a close view of the conductor (Show with orchestra only)

## Lighting

The company will provide you with a lighting plot that must be hung and gelled prior to our arrival. Should the theatre have a house or rep lighting plot we will try to work within this plot making as few changes as possible. The prehang with these changes should be made before our arrival.

Our Lighting Director will be in contact with you to discuss any details and you can ask him/her your lighting questions directly.

Please send the specs for your theatre's lighting system including inventory of instruments, control specifications, circuit locations and numbers and should a house or rep plot be available a copy of it as well, as soon as possible. And please update us of any changes.

Followspots will not be used.

## Floor

The company travels with its own vinyl dance floor. Your floor must be constructed of wood and must be resilient. If you question the resilience of your stage floor please contact our Production Manager.

Your stage floor must be safe, flat, smooth, and free of screws, nails, staples or any other protruding objects. The stage can not have any holes, cracks, chipping or have any binding floorboards. The stage must be cleaned prior to load-in, and there can be no salt or mud on the surface. If the weather outdoors is wet or muddy, the crew must make an effort to keep the stage floor clean and dry during load-in.

## Security and Safety

Security and safety of the dancers is of the utmost importance. Access to backstage areas must be limited to the company and the crew from one hour before curtain until one half hour after the performance. These areas include dressing rooms, green room, wings, stage, all connecting hallways, and support areas. If your theatre has no way of restricting access to these areas, personnel must be placed at access points during the times mentioned above. All guests of the company, presenter and crew must be cleared by the stage manager before entering the stage, green room or dressing rooms. In the case of an emergency, the stage manager must be notified of visitors in the backstage area as soon as possible. All crew and presenters back stage should be easily identifiable as will the dancers and road crew.

The stage, crossover, wings and hallways must be clean and free of obstructions before our arrival. A check of these areas should be made prior to the performances as well. Dancers will be back stage in large costumes and bare feet so please make sure they will be safe from snags or debris on the floor.

The entrance to the stage door and loading dock must be free of snow and ice.

### **Hospitality**

For the dancers and crew members (total of 20 people) the presenter will provide snacks and beverages, such as soft drinks, fruit juices, **bottled water**, hot water for coffee, tea & hot chocolate, fruit (grapes, bananas, apples, oranges, etc.) raw vegetables, cookies and cheese and crackers. If two performances are scheduled in the same day, a light meal consisting of sandwiches, soups, salads, pasta, local cuisine, etc. should be provided between performances for the cast and crew. Access to a microwave is appreciated. **Pls. Note:** Some of our dancers are vegetarians and we would greatly appreciate vegetarian selections with the food items.

The company will need access to one or more phones for business and personal calls. These phones must be able to dial operator assisted long distance and 1-800 (1-888, etc.) numbers.

### **Dressing Rooms**

The company requires a minimum of two dressing rooms: one female, one male. Each must have a minimum capacity for 8 people. Each dressing room needs a costume rack and each person must have a chair with counter and mirror space. If possible, the use of four dressing rooms would be appreciated.

### **Parking**

The company requires parking passes and spaces for three mini-vans (as close to the venue as possible), one 34' truck & one 24' cube truck (with access to the theatre's loading dock).

### **Studios**

If studio space is available please have it booked for us. This allows us to move class and some rehearsals out of the theatre giving us more time on stage for lighting and set-up.

### **Laundry**

The company's show laundry will need to be laundered before and/or after the performance. If laundry facilities are not available onsite, the theatre's wardrobe person or a crew person assigned to do wardrobe will need to take the laundry to the nearest public laundry facility.

### **Lobby**

The company will need 3 tables set up before the performance that will remain there throughout the evening for merchandise and display boards. If a member of the house staff could attend the merchandise table it would be appreciated. This table will also be used for autographs after the performance.

### Tickets

The company requires a minimum of six pair of complementary tickets, 12 total, for each performance. Additional ticket requirements will be discussed with the presenter in advance of our arrival.

### Marketing & Publicity

Please contact our Marketing Coordinator as soon as possible if you plan or need information about any of the following:

- Schedule a reception for the company.
- Schedule a television, paper, or radio interview.
- Promotional material such as posters and/or flyers.
- House program copy.
- Other marketing and publicity needs.

Contact the Marketing Coordinator by phone at (416) 415-5000 ext. 2886; by fax at (416) 415-2865, or by email at [marketing@balletjorgen.ca](mailto:marketing@balletjorgen.ca)

### Important Information

- Due to the nature of the performance and for the safety of the dancers **it is very important that the temperature of the stage, backstage and dressing rooms be at least 22°C (72°F)**. This temperature needs to be achieved prior to our arrival.
- All wing space and back stage areas must be clear of obstructions and clean for the safety of the dancers.
- Please provide access to a supply of ice and bags for cold compresses.
- We will be recording the performance for archival purposes (static shot of stage). Please send any waivers or forms to us prior to the performance.

Ballet Jörgen Canada does not have local maps of each city we visit. Please provide us with a map and directions to the theatre from the nearest highway interchange. We would also be grateful for any other local information that you could provide, especially in regards to hotels and restaurants near the theatre and any restaurants opened after the performance.

If you have any further questions or wish to discuss the contents of this rider or the production, please feel free to contact us by phone at (416) 415-5000 X 2229, by fax at (416) 415-2865 or by e-mail at: [productionmanager@balletjorgen.ca](mailto:productionmanager@balletjorgen.ca).

Thank you. We look forward to working with you.

Production Manager

Ballet Jörgen Canada

[www.balletjorgencanada.ca](http://www.balletjorgencanada.ca)

**Ballet Jorgen Canada...Canada's Local Ballet Company**