

Small Halls Project
Technical and Hospitality Rider
April 2023

Crew

Our crew requirements are:

- 3 Crew for unload, load-in and set up (if necessary, can do with 2 crew)
- 2 or 3 Running Crew: lighting, sound (& deck if available/necessary)
- 2 Crew for strike (tear down and reload into vehicle)

Please Note: Running Crew for rehearsals and successive performances **must** be the same personnel.

The basic schedule for Canada's Ballet Jörgen is as follows with **7:30pm Curtain**:
(for a matinee performance the tech set up time would need to be day or evening prior to performance date.)

Dance floor laid in venue prior to Ballet Jörgen's arrival.

12:00p.m.	Unload van and set up, hook up CBJ sound laptop in wings, onstage monitor speakers, check basic lighting wash & MC special CREW: 3
1:00p.m.	Company Class (Crew lunch) Ballet barres or chairs if none available (1 per dancer – 7 total)
2:00p.m.	Running Crew Back RUNNING CREW: 2 or 3
2:15p.m.	Dancers Spacing rehearsal, lighting & sound cueing adjustments
5:30p.m.	Dinner Break
6:30p.m.	Crew Show Call – sweep, mop, preset for top of event RUNNING CREW: same as spacing rehearsal
7:00p.m.	House Opens, Company Call
7:30p.m.	Curtain
8:30pm	End of show
9:30p.m.	Strike & load out CREW: 2 or 3

If 2 shows are scheduled in same day, dancers need 1.5 hrs. minimum between performances.

Staging and Set

Minimum 20' width X 14' depth plus crossover and wing space. Areas smaller must be confirmed by the company.

Minimum clearance height to bottom of overhead masking or lighting fixtures 10'.

If no crossover or wing space is available in addition to the minimum space needed or if overhead clearance is not 10', the company will need to discuss this in advance prior to the booking.

Ballet Jörgen will be bringing:

- Hand props & possibly furniture pieces
- Costumes (depending upon dressing room & wing space availability)

A floor plan with masking indicated and a section with masking/lighting heights will be needed so please forward us a copy as soon as possible. A lighting magic sheet for house lighting plot if available would be appreciated.

Drapery

The Company requires:

- An appropriate number of legs for the best masking of backstage or some method to mask a portion of both wings (pipe & drape?)
- One full stage curtain/drape or cyclorama positioned upstage (if available)
- House Curtain (will use if available)

Please note: without an upstage crossover or wing space on either side of stage or a room close by that performers can change; the use of costumes may not be possible.

Audio

The company requires:

- One CD deck or other playback system. The company will use a **laptop with Q lab program for playback** to be hooked up to the theatre's own sound system **backstage in wings**. The theatre's CD deck or other will be used for backup.
- One microphone backstage for pre-show announcements/Master of Ceremonies
- Adequate speakers and amplification for the theatre patrons
- 2 onstage monitors for the performers
- Clear Com set up with 3 or 4 headsets (Coordinator will call the performance from the wings)
- AC power source to plug in CBJ's portable sound system on the apron stage right for class.
- One mic in house during spacing rehearsal (if possible and very helpful)
- Dressing room performance sound and paging (only if available)
- A video monitor backstage with an audience view of the stage (helpful if available)

Lighting

Ballet Jörgen will use the theatre house lighting plot that must be focused with a **general wash before our arrival**. Any specials that might be available will be focused during the technical set up time.

There will be no lighting design or lighting technician with the group. Basic looks will be set during the set up and adjusted during the spacing rehearsal.

If the venue has side light, the use of 2 booms/side with 2 house fixtures each would be useful. Followspots will not be used.

Floor

Venue **must lay dance floor** onstage they will provide **before** the company's arrival. Ballet Jörgen will **not** be traveling with dance floor.

Your stage floor must be safe, flat, smooth, and free of screws, nails, staples, or any other protruding objects. The stage cannot 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 try 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. 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 Co-Ordinator/Master of Ceremonies before entering the stage, green room, or dressing rooms.

Quick Changes - Due to the nature of Ballet Jörgen's performances, dancer costume changes may be required in the wings, hallways, or other public backstage areas (Quick Changes). During the performance, we ask that any technical crew, theatre personnel or other backstage visitors not required in the Quick-Change areas for the normal and immediate execution of their jobs clear the area to give as much privacy as possible to the performers during these Quick Changes.

The stage, crossover, backstage area, and hallways must be clean and free of obstructions before our arrival. A check of these areas should be made prior to the performance(s) as well. Dancers will be backstage 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 company & dancers (total of 14 people) the presenter will provide snacks and beverages, such as soft drinks, sparkling flavoured water, **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 company members are vegetarians and we would greatly appreciate vegetarian selections with the food items.

Dressing Rooms

The company requires two dressing rooms: one female & one male, ideally with a capacity of 4 minimum each; or a room with a divider close to the backstage. Each dressing room/area needs a costume rack (so 2 minimum), and each person must have a chair with table space and need at least 1 mirror in each dressing room/area.

Parking

The company requires parking passes and spaces for 2 minivans (as close to the venue as possible).

Marketing & Publicity

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

- Schedule a television, paper, or radio interview.
- Other marketing and publicity needs.

Contact the Marketing Coordinator by email at: dana@balletjorgen.ca
or phone: (416) 961-4725

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 backstage 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.

If you have any further questions or wish to discuss the contents of this rider or the production, please feel free to contact us.

Thank you. We look forward to working with you.

Patrick Florin
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