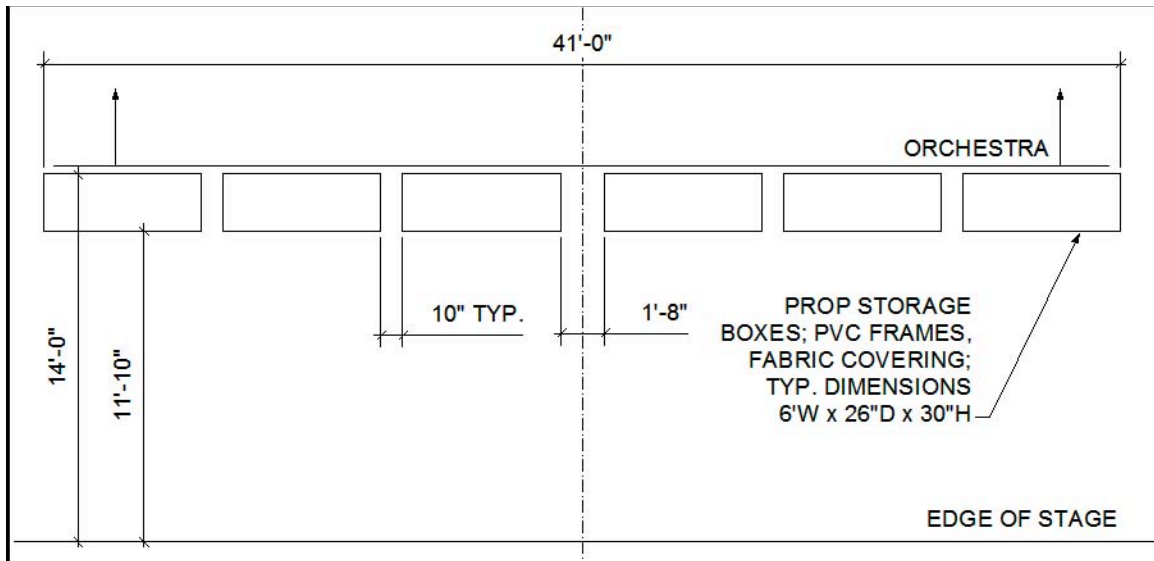


**Enchantment Theatre Company**  
**MINIMAL TECHNICAL REQUIREMENTS FOR**  
**“Mother Goose”**



**GROUND PLAN**

1. STAGE:

- Poscenium opening 40' wide by 15' high
- Stage depth to accommodate orchestra, and a MINIMUM of 12' clear performance space downstage of orchestra.

2. MASKING:

- Stage left and right to provide Company with wing space out of view of audience
- Openings downstage left and right will be required for passage of Performers on and offstage during performance. (See diagram above.)

3. ACCESS: Unrestricted and reasonable access to Theatre, starting from time of load-in through load-out. Admittance to lighting booth, dressing rooms and any other areas which may be needed for set-up, rehearsal and performance.

4. SECURITY: ONLY AUTHORIZED PERSONNEL may be permitted into the Theatre while the Company occupies the premises. SECURITY OF COMPANY EQUIPMENT MUST BE GUARANTEED WHILE COMPANY OCCUPIES THE PREMISES.

5. LIGHTING: In addition to normal orchestra lighting, the following will be required:
- Two colored front washes on performance area downstage of orchestra, including apron: 5 areas across for each color
  - Two Saturated colored back washes on downstage performance area
  - Patterned wash spread evenly across downstage performance (either from front or sides-template numbers supplied in lighting plot)
  - Two follow spotlights (for technical rehearsal and performances)
  - Color media for the washes mentioned above (color numbers supplied in lighting plot)
  - Replacement lamps for all types of instruments used in Company plot
  - Music stand lamps on all stands including podium, all controllable by a master switch or dimmer
  - Plot is to be executed (hung, patched, colored) prior to the arrival of the Company (unless previously arranged otherwise).
  - Call Company office for specific lighting arrangements 4 weeks prior to engagement
  - Venue must provide a central, obstruction-free location for the Company Lighting Supervisor/Stage Manager to call the show from. Location must have access to intercom system.
  - Venue must provide a headset position in the center of house seating for Lighting Supervisor to set lighting levels during technical rehearsals.
  - Plot will be provided 4 weeks in advance of engagement.
6. AUDIO:
- Use of house sound system unless previously arranged otherwise
  - Microphone at podium for conductor
  - Wireless hand-held microphone system
  - Availability of heavy duty portable CD player to be used by company for rehearsal purposes
7. HEADSET SYSTEM: Connecting Stage Manager with lighting and sound control, spotlight positions, backstage left and right
8. DRESSING ROOMS: 2 clean and clear, temperature-controlled dressing rooms (each with makeup mirror and lights, chairs, adequate room lighting, clear drinking water, standard electrical outlet, and costume rack)
9. Please provide access to a drapery or clothing steamer for preparation of company costumes.
10. LOAD-IN MUST OCCUR BEFORE ORCHESTRA REHEARSAL.
11. REHEARSAL: Minimum 2.5 hours with orchestra onstage

12. PERSONNEL:

LOAD-IN and SET-UP (3-4 hours under normal conditions)

Minimum of 2 persons to aid in load-in, set-up of Company equipment, setting light cues, sound levels, and briefing

REHEARSAL (2.5 hours with orchestra onstage)

1 Lighting Board Operator

1 Sound Operator

2 Spotlight Operators

PERFORMANCE

1 Lighting Board Operator

1 Sound Operator

2 Spotlight Operators

PACKING and LOAD-OUT (1 hour under normal conditions)

Minimum of 2 persons

NOTE: IF REHEARSAL IS IN EARLY MORNING, OR IF FIRST PERFORMANCE IS A MATINEE, IT MAY BE NECESSARY TO LOAD IN THE PREVIOUS DAY.

13. A FULLY PREPARED SCORE AND PARTS WITH CUTS AND BOWINGS FOR THE “**MOTHER GOOSE**” PORTION OF THE PROGRAM ARE AVAILABLE. PLEASE CONTACT ROBERT GROSSMAN AT THE PHILADELPHIA ORCHESTRA LIBRARY FOR INFORMATION ON OBTAINING THE SCORE AND PARTS AND A QUOTATION ON RENTAL COSTS.

14. BILLING FORMAT:

**NAME OF PRESENTING ORGANIZATION**

**in collaboration with**

**ENCHANTMENT THEATRE COMPANY**

**present**

***Mother Goose***

The Presenter will use the above show title and Company name, worded substantially as above, in all promotional materials including, but not limited to: seasonal brochures, website, electronic mailings, special mailings, posters, handbills, programs, press releases, letters to media etc. If the Presenter wishes to deviate from the above billing format for whatever reason, the Presenter will contact the Company to discuss the matter. The two parties will then arrive at a mutually acceptable changed version of the billing format. NOTE TO MARKETING DEPARTMENT: the stories of “Sleeping Beauty” “Beauty and the Beast” “Tom Thumb” “Princess of the Pagodas” are included in this piece within the overall framework of the “Mother Goose” story. Call Company office to discuss inclusion of these popular titles in the billing.

15. PLEASE SEND HOUSE TECHNICAL SPECIFICATIONS SHEET AND GROUND PLAN ALONG WITH THE SIGNED CONTRACT.

16. HOSPITALITY: Presenter will provide bottled water, hot coffee and tea, fresh fruit and light snacks backstage for company members during load-in, setup, rehearsals and performances. If performance and/or rehearsal times make it impossible to take proper mealtime breaks, presenter will arrange to have meals provided on the premises.

17. PLEASE PROVIDE THE FOLLOWING INFORMATION 3 WEEKS BEFORE ARTIST DEPARTURE DATE:

- Hotel and travel details including contact information, if applicable
- Engagement schedule including load-in, tech setup, prep meeting with conductor, rehearsal, concerts, press, educational and special events
- Contact information for key personnel including Artist Liaison, Conductor, Librarian, Stage Manager, Technical Director

**UNDERSTOOD AND AGREED:**

PURCHASER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY/VENUE: \_\_\_\_\_

PRODUCER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(FOR ENCHANTMENT THEATRE COMPANY)