

PRELIMINARY TECHNICAL RIDER

Enchantment Theatre Company's

The Phantom Tollbooth

(November 1, 2017)

1. STAGE

Minimum performance space dimensions 40' wide by 25' deep measured upstage of plaster line.
(For this show Apron depth should not be used in calculating total performance space.)
Minimum proscenium opening 30' wide by 15' high.

Ideally stage floor will be painted black or covered with black Marley dance floor

Non-proscenium stage configurations must be approved in advance.

Backstage space must be clean, clear, with overhead cables and ropes at or above 18', no cable on the floor, and lit with running lights.

2. LABOR REQUIREMENTS

PURCHASER agrees to provide at least the following crew for the load-in, running, and load-out of the production. No load-ins will take place between midnight and 6:00am, unless mutually agreed in writing at least 60 days prior to the performance.

PURCHASER will be solely responsible for any local union or non-union requirements for labor, teamsters, or any other such personnel and for any such fees, salaries, penalties, dues, benefits, etc. in connection with the presentation of the production.

Personnel will be consistent through all phases of production. These persons will cooperate with and follow all reasonable instructions of Company staff.

Hired professionals only - no students or volunteers, **unless cleared in advance** at least 60 days prior to the performance.

***LOAD-IN AND LOAD-OUT:**

CARPENTRY - 2 INDIVIDUALS
ELECTRICS - 2 INDIVIDUALS
(1 to be venue's master electrician)
SOUND - 1 INDIVIDUAL
WARDROBE - 1 INDIVIDUAL
(may be a volunteer)

SHOW CALL -- MIN 2 CREW:

SOUND OP - 1 INDIVIDUAL
STAGEHAND BACKSTAGE WITH HEADSET
** All other staff required as by venue

***LOADERS TO UN-LOAD AND LOAD PRODUCTION VEHICLES – 2 INDIVIDUALS

****PUSHERS – 2 INDIVIDUALS (See Notes Below)

Show travels in Cargo Van in tandem with Passenger Van

Notes:

*All of these persons must be able lift at least 50lbs. and at least Two (2) be able to climb and work at heights for lighting focus.

** The venue may require various extra stagehands for the show call due to their labor agreements.

*** If the venue permits, the two loaders may be of the general stagehands required.

**** Pushers are only required if the venues loading dock is street level and not even with the stage.

***ESTIMATED LOAD-IN TIME:**

3-4 HOURS

RUNNING TIME:

60 MINUTES

****ESTIMATED LOAD-OUT TIME:**

60 MINUTES

Notes:

*If first performance is in the morning or an early matinee, it may be necessary to load in during the previous day.

**Load-Out will NOT begin until the house is clear of all audience members.

3. CARPENTRY

RIGGING

While the Company does not require the use of a purchase line/counterweight line system, any dead hung objects must not fall below 18' above the deck.

There are NO fly moves during the show.

VENUE SOFT GOODS:

The show travels with none of its own masking.

All masking should be Black Duvetyn or Velour of the appropriate length and width for the proscenium opening of the venue. Venue masking will be hung per the line set schedule agreed upon prior to the company's arrival

One (1) Main Valence or Border

One (1) Main Legs (can be the venue's main curtain if it is able to 'travel' open)

One (1) Full stage blackout drop located as far upstage as possible

4. ELECTRICS

VENUE LIGHTING SET-UP REQUIREMENTS:

All Venue Lighting Equipment will be hung, patched, and colored prior to Company's arrival.

All required dimmer and power circuits will be available in the locations specified prior to Company's arrival.

The company's touring lighting plot will be sent to the venue prior to Company's arrival.

A copy of the Venue's Patch information will be provided to the Company upon arrival.

GENERAL ELECTRICAL REQUIREMENTS

VENUE PROVIDED LIGHTING INSTRUMENTS

Company Lighting Plot will utilize elements of the Venue House Lighting Plot

COMPANY PROVIDED INSTRUMENTS

Company will travel with any specialty instruments or equipment required by Company Plot. Company instruments are fitted with male stage pin connectors. If venue is equipped with twist lock connectors or connectors of other configuration, venue will need to provide the necessary adapters to supply power to company instruments.

Company Lighting Control

The company travels with its own ETC Nomad Lighting Console. This console outputs DMX 512 and we will require one (1) 5-pin DMX line to link to house dimmers. Please contact the company's technical director if your venue's dimmers are not DMX compatible.

Control Console Location and Control Cabling

The Company's ETC Nomad lighting console will be located front-of-house with a clear view of stage (i.e. In a booth location) and Company staff will run the lighting control console.

Projection – There are projections and animations used in this show. We travel with our own projectors, and we will be running the projections via our computer. We do not need a video/projections crew member unless specified by venue (ie. Union house).

5. SOUND

The sound for the show is one (1) continuous track played off of the lighting control computer run by company staff. The company travels with a Direct-Input box to output a mono XLR output. VENUE must provide an XLR run from backstage to the FOH sound system.

The Venue must provide a microphone available to the company after the show for a post-show talk back. This microphone should be preset on a stand immediately in the wings. If corded, there should be enough cord to reach across the stage. Cordless is preferred.

THE FOLLOWING SHOULD BE IN PLACE PRIOR TO LOAD-IN

Main Audience Speaker System: adequate to provide clear, even coverage to the audience seating area. The system can be stereo or mono and must include all necessary consoles, amplifiers and processors for normal operation.

Monitor Speaker System: Two (2) full range speakers located no more than 15' upstage from plaster line on each side of the stage as far offstage as possible.

Headsets: A total of four (4) headsets at the following positions need to be provided for the performance(s):

1 SM/lighting board operator

1 sound operator

1 fly system operator (only if fire curtain has to be run in and out due to fire laws)

1 backstage position

HOUSE SOUND TECHNICIAN MUST BE FAMILIAR WITH HOUSE SYSTEM

Company does NOT travel with its own P.A. system.

6. WARDROBE

One wardrobe person will be needed for one to two (1-2) hours to steam company costumes during load-in, possibly some sewing, light laundry, and packing during load-out.

If the Company is performing over the course of several days, additional calls will be needed for cast laundry during the run of the shows.

One each **non-coin operated** washer and dryer must be available while wardrobe personnel is on duty.

7. DRESSING ROOMS:

To accommodate six (6) performers. Rooms should be clean, clear, temperature controlled, and have lighted mirrors, counters, chairs, adequate lighting, toilets, drinking water, standard electrical outlets, locks, and a costume rack. **If no actual dressing rooms exist, here must be a dressing area and toilet, not accessible to the public.**

8. LOADING DOCK:

The loading dock must be clear and accessible, and able to accommodate road cases 3' wide by 7' high.

9. PARKING:

There must be safe and adequate parking (paid, if necessary) secured near the venue for two (2) large vans: 1 cargo van and 1 passenger van. If needed, PURCHASER must also secure, and, if necessary, pay for, parking for these vehicles at the hotel for the same number of nights as accommodations provided.

10. SECURITY:

The Company requires unrestricted and reasonable access to the theatre, starting from the time of load-in through the end of load-out, including admittance to the lighting booth, dressing rooms, and any other areas that may be required for set-up, rehearsal, and performance. Security of Company Equipment and the safety of Company Personnel must be reasonably guaranteed while the Company occupies the premises.

11. OTHER EQUIPMENT

Running lights Stage Left and Stage Right.

One Genie lift or A-frame ladder that reaches over 18'. Access to all available 12'-14' A-frame ladders.

Venue to provide four 8' banquet tables backstage, each with its own clip light.

12. HOSPITALITY

Please provide bottled drinking water at all times, including load-in and load-out, for six (7) people. Water, fruit juices, coconut water, Gatorade, coffee, tea, and light snacks must be provided for all shows and in place two (2) hours prior to curtain.

If the set-up and performance schedule makes it impossible for the Company to take a proper mealtime break, the presenter must arrange to have meals provided on the premises. Please contact the Company Manager two weeks in advance for meal planning (or whatever time frame is necessary for catering arrangements).

FOR SAFETY REASONS, A STRICT NO SMOKING POLICY MUST BE OBSERVED WHILE THE COMPANY OCCUPIES THE PREMISES, INCLUDING THE LOADING DOCK AND THE AREA AROUND THE STAGE DOOR.

13. BILLING INFORMATION:

This production of *The Phantom Tollbooth* has been created by Enchantment Theatre Company's Team of Artistic Collaborators: Jennifer Blatchley Smith, Landis Smith, and Leslie Reidel—Story Adapters, Charles Gilbert—Composer, among others. The production is adapted based on the classic children's book *The Phantom Tollbooth* by Norton Juster, with illustrations by Jules Feiffer. The production has been adapted, marketed and is performed by arrangement with Norton Juster, and Jules Feiffer. It is important that all contributors to this production receive appropriate billing and credit in programs, posters and advertisements except those that are small enough to include only the Title and Venue. Our billing is to be presented essentially as follows:

ENCHANTMENT THEATRE COMPANY (75%)

Presents (25%)

The Phantom Tollbooth (100%)

Adapted by Jennifer Blatchley Smith, Leslie Reidel and Landis Smith (50%)

Music by Charles Gilbert (50%)

Based on *The Phantom Tollbooth* by Norton Juster (50%)

With Illustrations by Jules Feiffer (50%)

By arrangement with Norton Juster and Jules Feiffer (50%)

UNDERSTOOD AND AGREED:

PURCHASER'S SIGNATURE: _____ DATE: _____

PRINT NAME: _____

TITLE: _____

COMPANY/VENUE: _____

PRODUCER'S SIGNATURE: _____ DATE: _____

(For Enchantment Theatre Company)