Technical SCHEDULE:
Presenter must provide the following technicians during the schedule outlined below.
****Please note that this schedule assumes that lights have been hung and circuited, rung out, and are ready to focus; That all softgoods have been struck / hung to agreed upon specifications, and that sound equipment has been installed, and rung out according to the Company’s specifications PRIOR to Company’s arrival / Load-in.****

Note: The same running crew must be available to work the dress rehearsal & all performances.

1. **One day before the First Performance**
   - 9:00 am – 1:00pm: Company Load-in – set install & focus lights
     - 1 light board operator
     - 4 electricians
     - 2 stagehands
   - 1:00pm – 2:00pm: Lunch Break
   - 2:00pm – 6:00pm: Continue focus & write cues
     - 1 light board operator
     - 4 electricians
     - 2 stagehands
     - 1 wardrobe
   - 6:00pm – 7:00pm: Dinner
   - 7:00pm – 11:00pm: Rehearsal/Tech
     - 1 light board operator
     - 1 sound board operator
     - 2 electricians/stagehands
     - 1 wardrobe

2. **Day of the First Performance**
   - 9:00 am – 1:00pm: Notes & Tech
     - 1 light board operator
     - 1 sound board operator
     - 2 electricians
   - 1:00pm – 2:00pm: Lunch Break
   - 2:00pm – 6:00pm: Dress Rehearsal
     - 1 light board operator
     - 1 sound board operator
     - 2 stagehands
     - 1 wardrobe
   - 6:00pm – 7:00pm: Dinner
   - 7:00pm – 11:00pm: Opening Performance
     - 1 light board operator
     - 1 sound board operator
     - 1 stagehand/electrician

3. **All other Performance Days** (see crew list above)
   - 2:00pm – 6:00pm: Wardrobe
   - 4:00pm: Company Warm up
   - 6:30pm: Crew Call
   - 8:00pm: Show
THEATRE REQUIREMENTS:

1. The minimum stage requirements are as follows:
   a.) The minimum proscenium opening is 30 feet
   b.) The minimum stage area is 30 feet wide & 40 feet deep from the proscenium opening to the back wall.
   c.) Upon the Company’s arrival, performance space must be clear of all obstructions, including platforms, screens, light pipes, and any other obstructions and the stage must be swept and mopped.

2. MASKING:
   Presenter agrees to provide black velour masking sufficient to mask the stage to the satisfaction of the Company Technical Director. Minimum requirements are below.
   **Needs are dependent on venue set up and will be confirmed per venue.**
   a.) 4 black borders
   b.) 8 black legs
   c.) 1 full stage black backdrop – no fullness

3. FLOORING:
   The stage floor must be sprung with a clean WHITE Marley floor covering laid and taped down. Floor must be free of all obstructions, gaps, staples, screws, etc. (anything that a dancer could be injured from). Floor must be cleaned, swept and mopped (with a clean/new mop head) one hour prior to show, with alcohol as the only additive to mop-water.

4. HEATING:
   The stage area and dressing rooms must be heated to a minimum of 75 degrees Fahrenheit, during all rehearsals and all performances.

5. LIGHTING:
   All lighting equipment, and gel/color are to be supplied by the Presenter. The Company will provide a show specific light plot that is designed to the Presenter’s space. Lights should be hung, circuited & rung out according to the Company light plot PRIOR to the Company’s load-in time. The Presenter shall provide a complete house lighting system, including:
   a.) Computer lighting console – ETC brand is preferable
   b.) 96+: 2.4k dimmers
   c.) A minimum of 4 on-stage electrics
   d.) A minimum of 12 booms of 6’ each with 3 sidearms each
   e.) A minimum of 2 front of house lighting positions
   f.) Overhead pipe positions (ie: grid) of at least 20’ feet in height
   g.) Appropriate cable of all lengths
   h.) Fresh Gel as specified
   i.) Perishables as specified (BlackWrap, BlackTak, Gaff & Glow Tape, Tie-line, Sharpies, China Markers, etc.)

   Minimum lighting equipment requirements are as follows:
   a.) 20 ETC Source Four 26º Lekos
   b.) 90 ETC Source Four 36º Lekos
   c.) 12 ETC Source Four 50º Lekos
   d.) 50 ETC Source Four PARs (or 8” Fresnels @1k)

6. SOUND:
   All sound equipment is to be provided by the Presenter. Including the main house amplification system, monitor system, microphones, mixing console, and all necessary cabling. Mix position should have an unobstructed view of the stage. Please note that audio requirements will depend upon the piece being performed, possibly altering the Company’s below needs. Please discuss with Company Technical Director.

   Minimum sound equipment requirements are as follows:
   a.) Mixing Console: Must have at least 16 inputs and be able to EQ each channel
   b.) House speakers & Amplification: Speakers should be at Left & Right of the proscenium and should be of the highest quality available. Subwoofers are needed – preferably positioned under the audience seating.
   c.) Monitor System: 4 low profile, high power monitors
   d.) Playback: 2 – Professional Quality CD players
   e.) Playback: IPOD connection – cables to be provided by Presenter
f.) 4: DI boxes for electronic instruments (Countryman Type 85 DI boxes preferred)
g.) For performances with Talk Backs, additional requirements include:

3-5 – wireless handheld microphones

7. **INTERCOM:**
   Presenter must provide headset communications with at least 5 stations (light console, sound console, stage right, stage left, and for the Stage Manager/Lighting Designer).
   This intercom must be set up and available for all rehearsals and performances.
   Dressing room monitors with page from Stage Manager's location is requested.

8. **TECH TABLE:**
   Presenter must provide 02: 6 foot tech tables, sufficient for 3 people (Choreographer, Stage Manager, Lighting Designer to sit at comfortably. Tech Table must be set up before Company's arrival in the center of the house.

   Tech table requirements are as follows:

   a.) 2 Littlelite worklites - ***Please no utility-type clip-on worklights***
   b.) 1-2 Surge Protector Powerstrips for computer and audio equipment
   c.) 1-2 GROUNDED extension cords to supply power
   d.) 2 Clearcom beltpacks & headsets
   e.) 1 Small garbage can

9. **SET & PROPS:**
   Presenter agrees to supply the following props, to be made available at 9:00am on first day of Company Load-in.

   TBD: Please contact TD directly to discuss needs based on Company Repertory.

10. **THE COMPANY TRAVELS WITH:**
   TBD: Please contact TD directly to discuss needs based on Company Repertory.

11. **STAGEHANDS:**
    Presenter shall furnish electricians and such local labor as shall be necessary for the unloading, set up, focusing of the light plot, removal and re-loading of the Company’s sets and effects, as outlined in the Work/Performance Schedule.
    The technicians must work under the direct supervision of the Company Technical Director and must adhere to the Company Work/Performance Schedule that is included and agreed upon in these technical requirements.

12. **DRESSING ROOMS:**
    Presenter must provide at least 2 dressing rooms, each sufficient for 4 people (or one large dressing room sufficient for 8 people). In addition, Presenter must provide a Green Room. Dressing rooms should clean and equipped with a sufficient number of chairs, lighted mirrors, AC outlets, racks for hanging costumes, tables for the artists, reasonably accessible & functioning toilet and washing facilities with hot & cold running water for men & women. It is preferred that each dressing room contains restroom facilities. All dressing rooms should be clean & well stocked with soap, tissue, toilet paper, paper towels, and a minimum of 8 clean hand & bath-sized towels. Dressing rooms must be well heated or air conditioned as deemed appropriate by the artists.

13. **WARDROBE:**
    The Presenter shall provide a wardrobe person to launder and prepare all costumes before each performance and dress rehearsal as requested by the Company including washing, drying, ironing, and steaming as needed and to wash and dry all costumes after all dress rehearsals and performances, including the last performance. Please have a dry cleaning service available at the Company's disposal.

14. **COMPANY PRODUCTION STAFF:**
    The presenter is requested to supply an office type space for Company Production Staff that has a wireless internet connection and access to a copy machine, printer, whole punch, stapler, and other general office supplies.

15. **HOSPITALITY:**
    Presenter shall provide bottled water for 8 people, for all rehearsals and the entire run of the show and must be available by call time for all dress rehearsals and performances. Coffee, teas (black & herbal), regular & soy milk, cold juices, coconut water, fresh fruit (especially bananas and grapes), nuts, cheeses, breads (assorted bagels, etc.) and chocolate should be made available at all times when the Company is present in the theater for the scheduled sound check/tech rehearsal and performances; an assortment of sandwiches, hot soups and/or pasta entrees along with assorted cold salads for the entire Company between matinee and evening performances and between the tech/dress rehearsal and performance if technical scheduling does not allow for an adequate meal break which shall be three hours from end of rehearsal/performance to show call. For multi-week engagements, Presenter shall provide access to health club/gymnasium facility and a physical therapist and/or certified masseuse as necessary.
16. TRANSPORTATION
Due to performance and personal luggage, appropriate transportation must be provided to and from airports. Also, upon arrival to venue city, transportation must be made available to transport set luggage to and from venue from hotel. If hotel is not within walking distance of Venue, then Presenter must provide transport of entire Company to and from Venue and hotel.

17. HOTEL ACCOMODATIONS:
Presenter shall provide 2 double-rooms (with full or queen size beds) and 4 single-rooms (with king size beds) at a hotel with a minimum four-star rating. All rooms must be clean and non-smoking. Please note that accommodation needs may change, based on repertory and live musician accompaniment.

18. MASTER CLASS SPACE:
In event that the Company is giving a Master Class, the Presenter is requested to provide a large, clean, heated studio or room with level, sprung wooden floor, preferably with a marley covering. Concrete floors are not acceptable. Presenter shall also provide a high-quality CD playback system with a monitor in the classroom.

19. SAFETY/MEDICAL
At all times when the Company is in the theater, rehearsal studio or otherwise engaged in performance or residency activities, the Presenter shall maintain, within close proximity, a basic First Aid Kit complete with ace bandages, band-aids, anti-bacterial ointment, and ibuprofen; and ice with ice bags or ice packs. The Presenter will provide, upon request of the Company, contact information for local doctors including a chiropractor. The temperature for the backstage and stage area shall be 75° Fahrenheit at all times the Company is present. These items and conditions are a matter of safety for the Company and are non-negotiable.

PRESENTER IS REQUESTED TO SEND TO COMPANY PRODUCTION MANAGER:

a.) Complete scale blueprints of the performance space in a VectorWorks file and PDF file.
   • Groundplan with Electrics/REP plot information
   • Section
   • Elevations (if available)
   • LightWright 5 File
b.) Complete inventories of sound and lighting equipment, including soft goods, available at the venue.
c.) Digital pictures of entire venue

Amanda K. Ringger
Production Manager & Lighting Designer
e: aringger@gmail.com
c: (917) 952-0705

The Company is aware that many of the above requirements may not be applicable for outdoor festivals, educational settings, or community performances. Nevertheless, any deviations from the above requirements must be agreed to by the Company. This document must be reviewed and agreed upon by all parties hereunder prior to the execution of the contract.

Signed:
For Dance Company:

Signed_________________________  Printed_________________________  Date_________________________

Signed_________________________  Printed_________________________  Date_________________________

For the Presenter: