Mermaid Theatre of Nova Scotia

**GUESS HOW MUCH I LOVE YOU & I LOVE MY LITTLE STORYBOOK**

Technical/Hospitality Requirements (Updated 02/2017)

*NOTE- This rider may not be changed in any way without permission of Mermaid Theatre of Nova Scotia.*

**COMPANY**
- Cast of two performers and one stage manager (total 3 persons).

**RUNNING TIME**
- One-hour performance including Question and Answer period (if time permits).
- Start times: because of their tight travel schedule, the company would appreciate close adherence to start-times. If the performance is late in commencing, it is possible that the Question and Answer period may need to be cancelled. This will be at the stage manager’s discretion.

**ACCESS**
- Mermaid’s Stage Manager will contact the venue in advance of the engagement to confirm the company's arrival time, technical requirements, and to answer any questions. Please provide technical and hospitality contact information.
- The Company travels in a full-length cargo van (approx. 19’L x 9’3”H) which will require parking.
- Minimum of 4 persons required for load in/out and set up. Breakdown of the 4 persons is as follows: 1 professional lighting technician, 1 professional sound technician, and 2 stage hands to assist with setup of puppets, screen and curtain units. Please note: only lighting tech and sound tech are needed for the running of the show.
- Stage area, loading doors and dressing rooms need to be cleared to allow the company to set up immediately upon arrival and up to 90 minutes following the performance.
- Stage should be swept and mopped just prior to the company’s arrival.
- No food or beverages should be permitted on stage.
- We require advance notice of any striking and resetting when our set is in place overnight.
- Set up: 2.0 hours plus 1/2 hour house. Strike: up to 1.5 hours.

**PHYSICAL REQUIREMENTS**
- **MINIMUM DIMENSIONS OF STAGE – 35’ wide x 30’ deep x 14’ high.** These dimensions refer to an unimpeded space, free of hanging lights or heating ducts. Please ensure wings are cleared.
- A darkened auditorium is necessary and a black stage floor preferred.
- Mermaid travels with a self-supporting, free standing set.
- House masking to be provided by venue: Legs, travelers, and borders, preferably black. No more than a 30’ proscenium opening. Please have hung prior to the company's arrival.
- Pipe and drape will also be acceptable. Stage Manager will confirm masking specifications prior to engagement date.
- A minimum of two dressing rooms for three people - the rooms should have mirrors, chairs, tables and lights. Rooms should be clean, well lit, lockable and ready for the company upon arrival and up to 2 hours after the performance.
- Toilets and sinks, with paper towels and soap, must be in close proximity.
- Availability of stage weights.
ELECTRICAL/LIGHTING
• The company requires the following:
  o 6 circuits (15 amp, 110-120 volt, 60 Hz) for its own equipment.
  o A professional lighting technician to operate the venue’s lighting.
  o A small dimmable house plot. Lighting focus, levels and cuing will be determined on set-up day.
  o Backstage running lights stage right, left and upstage of the traveler.
• Please pre-hang all lights whenever possible.
• The company travels with Four (4) double black-light floor fixtures, to be placed front of stage. No dimmable channels are required for the black lights. These lights will be cabled to stage right and controlled by Stage Manager from the stage right wing area. They do not use house dimmers.
• Current lighting paperwork is attached.
• Updated lighting paperwork will be provided within two weeks of the engagement.

SOUND
• The company will use the house sound system and requires the service of one professional sound technician to operate the venue’s sound.
• We will provide playback technology, with stereo XLR outputs to be patched into the house system.
• Both sound and video will be run from our equipment backstage.
• We require a microphone (wireless if available) for a pre-show announcement and Question and Answer after the performance.
• Playback will be run through the front of house speakers. We require two monitors for the performers that should be placed in either down stage corner in consultation with the stage manager.
• The company requires wireless clear com to communicate with the technical crew during the performance.
• It is important that all sound be set up and operational before the company arrives.

VIDEO
• The company travels with one video projector and one rear projection screen on a self-supporting frame.

HOSPITALITY
• Accommodations; (when applicable, per Agreement) 3 single hotel rooms of 3-star quality or better, within a 20-mile radius of venue. Engager agrees to advance hotel details to the company directly, no less than 3 months prior to performance date.
• Plenty of bottled water or potable water source and coffee/tea should be made available.
• The presenter is to supply a light lunch (i.e. veggie/fruit platter, soup, sandwiches). Please confirm any dietary restrictions with the stage manager prior to arrival.
• The presenter is to supply an evening meal on days with performances after 5pm.

SIGN LANGUAGE INTERPRETER
• The company should be notified in advance if sign language interpreters are to participate. Signers should be located off the edge of the stage, audience left or right and dimly lit with an isolated “special” blue gel. A copy of the script is available for interpreters upon request.

COMPLIMENTARY TICKETS
• Please note that the company’s request for complimentary tickets is covered under the terms of our contract and will not normally be waived. The Theatre will be prepared to release these seats upon request two week prior to the engagement.
MEET AND GREET
- The company will be please to accept requests to “meet and greet” special guests. Should this activity be scheduled following a final performance, it will be essential to have extra crew on hand to facilitate a prompt load-out following the event. Please contact the stage manager in advance if a meet and greet is requested.

IMPORTANT
- The payment cheque, made out to Mermaid Theatre of Nova Scotia, house counts and any relevant publicity materials (posters, programs, press releases, etc.) must be made available to the stage manager before the company’s departure.
- In the interest of safety, we would appreciate having the audience away from the performance and working area as our equipment and set pieces are fragile. However, with advance notice supervised visitors are most welcome at the close of the show.
- **Photography and video recording are prohibited during the performance but are permitted during the Question & Answer session at the end of the performance.**
- For school performances, a number of evaluations will be handed out to teachers. These will be provided upon the company’s arrival. Digital copies are available in advance upon request.
- The company does not travel with any merchandise.
- **Mermaid Theatre of Nova Scotia has a zero tolerance policy for harassment.** If a Mermaid company member feels harassed by a venue staff member they will immediately inform the stage manager who, accompanied by the complainant, will bring the matter to the attention of the person in authority on deck, or to the presenter, and ask that the person responsible for the harassment be released from the crew call.

FOR MORE INFORMATION
- We can be reached by telephone at 902.798.5841 (toll-free at 800.272.9216); by fax at 902.798.3311; or by email at puppets@mermaidtheatre.ca.
- Please include P.O. Box number on any postal mail. Our mailing address is
  Mermaid Theatre of Nova Scotia / P.O. Box 2697 / Windsor, NS B0N 2T0 / CANADA

Understood and Agreed to by:

_____________________________  _______________________________
ENGAGER / PRESENTER       MERMAID THEATRE OF NOVA SCOTIA

_____________________________  _______________________________
Date                        Date
NOTES:

- SET IS 3' 6"
- MAXIMUM HEIGHT OF SET IS 3' 8"
- MINIMUM WIDTH FOR MINIMUM WIDTH FOR

PLAY BOXES

STORYBOOK

I LOVE MY LITTLE
I LOVE YOU/
GUESS HOW MUCH

DATE: NOVEMBER 2012

FLOOR PLAN

DESIGNER: J. MORROW

DRAWN BY: K. JENKINS

SCALE: 3/16" = 1'

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NOT TO SCALE
DESIGNER: J. LEWIS
DATE: OCT 2016
LIGHTING PLAN
STORYBOOK
I LOVE MY LITTLE
I LOVE YOU/
GUESS HOW MUCH
NOTE:
Mermaid Theatre of Nova Scotia

NOTES:
Placement determined by set locations are
On-deck electric
Company supplied by Blacklights

* BLACKLIGHTS SUPPLIED BY COMPANY
* ON-DECK ELECTRIC LOCATIONS ARE DETERMINED BY SET

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