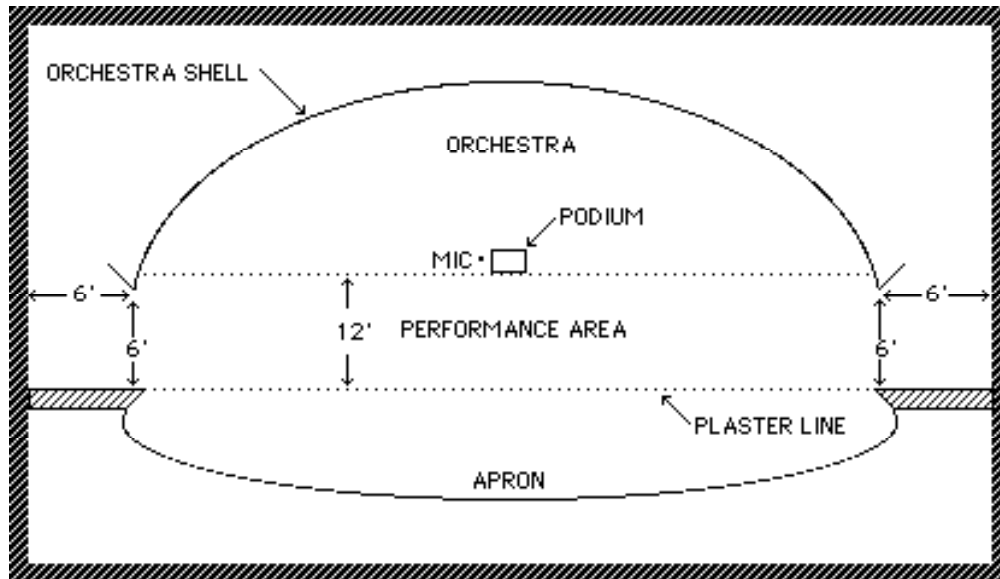


Enchantment Theatre Company

MINIMAL TECHNICAL REQUIREMENTS FOR *CINDERELLA*

GROUND PLAN



1. STAGE:

- Proscenium opening 35' wide by 10' high
- Enough stage depth to accommodate orchestra, and a minimum of 12' clear performance space downstage of orchestra
- Wings 6' minimum each side
- Crossover behind orchestra shell, back wall, cyc, or under stage
- Wings must be entirely clear of cables and any other obstructions to movement of casted equipment on/offstage and up/downstage in the wings.

2. MASKING:

- Stage left and right to provide Company with wing space out of view of audience
- (An orchestra shell, or a few appropriately placed flats, screens, or legs will do nicely.)
- Openings downstage left and right (6' min.) will be required for passage of Company equipment on and offstage during performance. (See diagram above.)

3. **LOADING ENTRANCE:** Clear and accessible and able to accommodate cases 4' wide by 6' high.

4. **PARKING:** Provided (and, if necessary, paid for by Presenter) for 35' truck and passenger van next to or near to loading dock, from arrival to departure of Company

(Presenter)

(Company)

(Initial Here)

5. **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.
6. **SECURITY: ONLY AUTHORIZED PERSONNEL** (cleared in advance) may be permitted into the Theatre while the Company occupies the premises. **SECURITY OF COMPANY EQUIPMENT MUST BE GUARANTEED WHILE COMPANY OCCUPIES THE PREMISES.**
7. **LIGHTING:** In addition to normal orchestra lighting, the following will be required:
 - Bright general 2-color wash (light pink and light blue) on performance area downstage of orchestra, including apron
 - Saturated red and blue washes on orchestra shell or back wall, using strip lights, scoops, or PAR's positioned above or on floor behind orchestra
 - Top lights, back light, pipe ends, side lights, and box booms will be used if available
 2 follow spotlights
 - Color media for the washes mentioned above
 - 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
 - AC outlet backstage right
 - 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
 - Blue work light-stage left, stage right, upstage to ensure visibility all around backstage area during performance
8. **AUDIO:**
 - Use of house sound system unless previously arranged otherwise
 - microphone at podium for conductor
 - 1 wireless lavalier microphone system
 - Stage monitors will be needed
 - Company CD or MiniI-DiscPlayer will be patched into house system offstage right or chosen Stage Manager position
9. **HEADSET SYSTEM:** Connecting Stage Manager with lighting and sound control, spotlight position(s), backstage left and right
10. **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).
11. **ALL ONSTAGE AND OFFSTAGE AREAS MUST BE TOTALLY CLEAR AND SWEEPED CLEAN BEFORE LOAD-IN** (except for necessary orchestra equipment).
12. **FOR SAFETY REASONS A STRICT NO SMOKING POLICY MUST BE OBSERVED WHILE COMPANY OCCUPIES THE PREMISES**
13. **MEALS:** If performance and/or rehearsal times make it impossible to take proper mealtime breaks, presenter must arrange to have meals provided on the premises. Drinking water and fruit juice must be provided. Please check with company manager.
14. **ALL TECHNICAL PERSONNEL MUST BE PREVIOUSLY TRAINED IN THE JOBS THEY ARE TO DO—THIS IS ESPECIALLY IMPORTANT FOR THE LIGHTING AND SOUND OPERATORS**

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15. **PERSONNEL:**

LOAD-IN (1 hour under normal conditions)

Minimum of 4 able-bodied persons (need not be professionals); 6 persons may be required if loading is not at stage level--
check with Company manager in advance

1 Wardrobe Assistant to steam Company costumes (need not be professional--1 to 2 hours during load-in; immediately after performance for load-out)

NOTE: Some Crew members will be required to work on Company truck during load-in and load-out. If union loaders are required, it is the responsibility of the Presenter to arrange for the contracting, scheduling, and payment of same.

SET-UP (4 to 6 hours under normal conditions)

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

PERFORMANCE (60 minutes, with 1/2 hour call before curtain)

1 Lighting Board Operator

1 Sound Operator

2 Spotlight Operators

LOAD-OUT (1 to 2 1/2 hours under normal conditions)

Same as load-in

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

16. **REHEARSALS:** Minimum 2 1/2 hours with orchestra onstage

17. **LOAD-IN, MUST OCCUR BEFORE ORCHESTRA REHEARSAL.**

18. **IT IS IMPORTANT THAT INSTRUMENT CASES NOT BE PLACED IN THE WINGS WHILE THE COMPANY OCCUPIES THE PREMISES. NO ONE MAY TOUCH OR PLACE ANYTHING UPON COMPANY EQUIPMENT. THE PRESENTER WILL ANNOUNCE THESE REQUESTS TO THE ORCHESTRA AS A GROUP AT THE REHEARSAL.**

19. **COMPANY WILL SEND COMPLETE SCORE AND PARTS FOR *CINDERELLATO* PRESENTER AT LEAST ONE WEEK PRIOR TO REHEARSAL UNLESS SPECIFICALLY REQUESTED OTHERWISE BY PRESENTER IN WRITING. PRESENTER AGREES TO PAY A RENTAL FEE OF \$400 FOR FIRST PERFORMANCE, PLUS \$50 FOR EACH ADDITIONAL DAY OF PERFORMANCE(S) IN THE FORM OF A CHECK PAYABLE TO "ENCHANTMENT THEATRE COMPANY" SENT TO 12 CHELFIELD ROAD, GLENSIDE, PA 19038 BEFORE THE CONCERT(S). PRESENTER AGREES TO PROMPTLY RETURN SCORE AND PARTS PREPAID, IN THE SAME ORDER AND CONDITION IN WHICH THEY WERE RECEIVED, TO ENCHANTMENT THEATRE COMPANY'S MUSICAL LIBRARIAN.**

(Presenter)

(Company)

(Initial Here)

20. **BILLING:** Suggested billing format:

Name of Presenting Organization

Presents

ENCHANTMENT THEATRE COMPANY

in

CINDERELLA

The Presenter will use the above show title and Company name, worded exactly as above, in all promotional materials including, but not limited to: seasonal brochures, special mailings, posters, handbills, programs, press releases, letters to media etc.

Either the full show title or full Company name must appear on the marquee, if a marquee exists.

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.

21. **PLEASE SEND THE FOLLOWING ITEMS ALONG WITH THE SIGNED CONTRACT:**

- House technical specifications
- Information on arranged lodging and travel details
- Local map and clear written directions to Hotel and loading dock of the Theatre

22. **ADDITIONAL SPECIFICATIONS OR CONDITIONS:**

(Presenter)

(Company)

(Initial Here)