

*Canada's Ballet Jörgen's*  
**ANNE of**  
**GREEN GABLES**  
*The Ballet®*

TECHNICAL AND HOSPITALITY RIDER

May 2021

**Crew**

Our current estimated venue crew requirements are:

- 6 Venue Crew for load-in and set up
- 1 Venue Wardrobe person for laundry, steaming and minor costume repairs during load in and for load out
- **4 or 5** Venue Running Crew: lighting, sound, 1 stagehand & 1 fly person/curtain operator (if main curtain operated from fly floor will need a 5<sup>th</sup> crew so have a stagehand on either side of stage)
- 6 Venue Crew for strike (tear down and reload into trucks)

Please Note: Venue Crew size may change depending on the size of the theatre. Running Crew for rehearsals and successive performances **must** be the same personnel.

The basic schedule for Canada's Ballet Jörgen while on tour is as follows:

5:00p.m. Load in the night prior (5 hrs.) Unload trucks, assemble set, lay dance floor, lighting focus

Performance day:

**(please note with an 8:00pm curtain company class to end of show shifts half hour later)**

8:00a.m. Tech time (cont. LX focus, levels)  
(Time will shift later if load in day prior)

1:00p.m. Company Class

2:00p.m. Running Crew Back

2:00p.m. - 3:30p.m. Rehearsal with local participants in studio/other room or lobby

2:15p.m. Dancers Spacing rehearsal, Cueing Continues

5:30p.m. Rotating Dinner Break, Sound Check

6:30p.m. Crew Show Call – sweep, mop, preset

7:00p.m. House Opens, Company Call

**7:30p.m. Curtain**

20 min. Intermission

9:50p.m. End of Performance

Company Reception if requested

9:50p.m. Strike and Load out (**if possible, would like to do small load of**

**laundry during load out so stain does not set in costume)**

12:00a.m.

End day

**Note:**

- If there are two performances on one day, loading in at 8am the day prior to the performance day is **essential**.

**Staging and Set**

Preferred 40' opening X 35' deep or larger, plus crossover and wing space  
Minimum 27' X 25' (This must be confirmed by the company).

**Ladders necessary for the focus should be backstage for our use prior to our arrival.**

Crew should bring or have access to several adjustable wrenches.

We will need 2 prop tables ( 8') backstage, one in each wing.

**Canada`s Ballet Jörgen will be bringing:**

- One 24' H X 24' W velour drop with bobbinet ellipse (no fullness) that will require 1 free upstage lineset – centered on lineset
- Two 24' X 12' W velour legs to be added offstage on either side of above velour drop & two 24' X 8' velour legs added offstage of 12' wide legs
- Muslin drop 24' X 24' on lineset approx. 2' upstage of velour/ bobbinet drop (or if necessary, on same lineset as velour/bobbinet drop)
- Three pair of velour legs (8 pieces total) - 24' H X 8' W that will require 3 free linesets downstage of house legs (or will be hung on same lineset as venue legs).
- 1 leaf drop hung downstage – will require 2 free linesets side by side or border lineset with 1 free lineset upstage of it
- 1 snow drop hung mid stage upstage of leaf drop – will require 2 free linesets side by side or border lineset with 1 free lineset upstage of it
- 48' of upstage ground row positioned just downstage of upstage velour drop (in 6' sections)
- Three pairs of side ground rows (6 total: 6' to 10' long)
- 4 Rolling hedge landscape units that are rolled on and off stage during performance
- Assorted miniature cut outs added to rolling hedge landscape units
- Assorted rolling furniture pieces (table, benches, chairs, bed/cot, wood stove, tall cupboard, window seat unit – most items on casters)
- Assorted props

The set has been designed so that it will fit into smaller venues with not a great deal of height as well as larger venues. On smaller stages & fixed grid venues however, some of the soft goods & set pieces may not be used.

A floor plan and section to scale will be needed so please forward us a copy **as soon as soon possible**.

**Drapery**

The Company requires:

- House Curtain

Canada's Ballet Jörgen Anne of Green Gables Technical & Hospitality Rider

- Four to six sets of black leg & borders preset for the best masking of backstage (may remove house legs to replace with CBJ velour legs)
- black upstage backdrop – if CBJ velour/bobbinet drop not possible to use

A fly plot to scale (or paperwork with distances between pipes indicated) will be needed with any permanent line sets (electrics, etc.) and the masking documented. **Please forward this with the floor plan and section.**

### Audio

The company requires:

- The company will use a **laptop with Q lab for playback** to be hooked up to the theatre's own sound system. The **theatre's CD deck or other** will be used for playback backup.
- Adequate speakers and amplification for the theatre patrons
- 2 – 4 onstage monitors for dancers
- One microphone backstage for pre-show announcements
- One mic in house during spacing rehearsal (if possible and very helpful)
- Clear Com set up with five headsets (SM will call the performance from the wings)
- AC power source to plug in CBJ's portable sound system on the apron stage right for class & for some of spacing rehearsal
- Dressing room paging and performance sound if possible.
- A video monitor backstage with an audience view of the stage (if available)
- A video monitor backstage with a close view of the conductor (Show with orchestra only if available)

### Lighting

**The company will provide a lighting plot that must be hung and gelled prior to our arrival.**

Should the theatre have a house or rep lighting plot we will try to work within this plot making as few changes as possible. **The prehang with these changes should be made prior to our arrival.**

**Pls note:** We tour with an ETC Nomad (fully unlocked) along with an ETC Gadget II USB to DMX adapter. We can control up to 12 universes (6144 channels) through Ethernet, or up to 2 universes (1024 channels) with the Gadget II.

Our Lighting Director may cue the show but will not operate the lighting console for the performance.

And 6 booms for side light and 18 – 36-degree Source Four fixtures (575W) and 2 Microh LED Max Par Tri @ 48w.

Canada's Ballet Jörgen Anne of Green Gables Technical & Hospitality Rider

Our Lighting Director will be in contact with you to discuss any details and you can ask your lighting questions directly to them.

Please send the specs for your theatre's lighting system including inventory of instruments, control specifications, circuit locations and numbers and should a house or rep plot be available a copy of it as well, as soon as possible. And please update us of any changes.

Followspots will not be used.

### **Floor**

The company travels with its own vinyl dance floor. Your floor must be constructed of wood and must be resilient. If you question the resilience of your stage floor, please contact our Production Manager.

Your stage floor must be safe, flat, smooth, and free of screws, nails, staples or any other protruding objects. The stage cannot have any holes, cracks, chipping or have any binding floorboards.

The stage must be cleaned prior to load-in, and there can be no salt or mud on the surface. If the weather outdoors is wet or muddy, the crew must try to keep the stage floor clean and dry during load-in.

### **Security and Safety**

Security and safety of the dancers is of the utmost importance. Access to backstage areas must be limited to the company and the crew from one hour before curtain until one half hour after the performance. These areas include dressing rooms, green room, wings, stage, all connecting hallways, and support areas. If your theatre has no way of restricting access to these areas, personnel must be placed at access points during rehearsal and performance. All guests of the company, presenter and crew must be cleared by the Stage Manager before entering the stage, green room, or dressing rooms.

**Quick Changes** - Due to the nature of Canada's Ballet Jörgen's performances, dancer costume changes may be required in the wings, hallways, or other public backstage areas (Quick Changes). During the performance, we ask that any technical crew, theatre personnel or other backstage visitors not required in the Quick-Change areas for the normal and immediate execution of their jobs clear the area to give as much privacy as possible to the performers during these Quick Changes.

The stage, crossover, wings and hallways must be clean and free of obstructions before our arrival. A check of these areas should be made prior to the performances as well. Dancers will be backstage in large costumes and bare feet so please make sure they will be safe from snags or debris on the floor.

The entrance to the stage door and loading dock must be free of snow and ice.

### **Hospitality**

For the dancers and crew members (total of 25 people) the presenter will provide snacks and beverages, such as soft drinks, fruit juices, **bottled water**, hot water for coffee, tea & hot chocolate, fruit (grapes, bananas, apples, oranges, etc.) raw vegetables, cookies and cheese and crackers.

If two performances are scheduled in the same day, a light meal consisting of sandwiches, soups, salads, pasta, local cuisine, etc. should be provided between performances for the cast and crew. Access to a microwave is appreciated.

**Pls. Note:** Some of our dancers are vegetarians and we would greatly appreciate vegetarian selections with the food items.

A list of food allergies will be sent with the setup time for the food hospitality approx. 2 weeks prior to the performance date.

### **Dressing Rooms**

The company requires a minimum of two dressing rooms: one female, one male. Each must have a minimum capacity for 10 people. Each dressing room needs a costume rack and each person must have a chair with counter and mirror space. If possible, the use of four dressing rooms would be appreciated.

We **will also need a space or 2** if possible (male/female) with a chair for each local participant to change & leave their street clothes. There may be up to 12 local participants added to the show.

### **Parking**

The company requires parking passes and spaces for three mini-vans (as close to the venue as possible), one 38' truck & one 27' cube truck (with access to the theatre's loading dock).

### **Studios**

If studio space with dance floor is available, please have it booked for us. This allows us to move class and some rehearsals out of the theatre giving us more time on stage for lighting and set-up.

### **Laundry**

The company's show laundry will need to be laundered before and (1 load after the performance if possible). Should laundry facilities not be available onsite, the theatre's wardrobe person or a crew person assigned to do wardrobe will need to take the laundry to the nearest public laundromat.

**If a table and chair could be available in advance for the wardrobe prep in the wardrobe/laundry room or if too room small, in the dressing room area for costume prep that would be appreciated.**

### **Lobby**

The company will need 2 tables set up before the performance that will remain there throughout the evening for merchandise and display boards. If a member of the house staff could attend the merchandise table, it would be appreciated. This table will also be used for autographs after the performance.

### **Tickets**

The company requires a minimum of six pair of complementary tickets, 12 total, for each performance. Additional ticket requirements will be discussed with the presenter in advance of our arrival.

### **Misc.**

If you plan to schedule a reception for the company, and/or television, paper, or radio interviews please inform us as soon as possible.

If you have promotional, program, or PR needs please address them with our Marketing Coordinator at: phone: (416) 961-4725, fax: (416) 415-2865, or by email: [marketingassociate@balletjorgen.ca](mailto:marketingassociate@balletjorgen.ca)

### **Important Information**

- Due to the nature of the performance and for the safety of the dancers **it is very important that the temperature of the stage, backstage and dressing rooms be at least 22°C (72°F).** This temperature needs to be achieved prior to our arrival.
- All wing space and backstage areas must be clear of obstructions and clean for the safety of the dancers.
- Please provide access to a supply of ice and bags for cold compresses.
- Please send any waivers or forms to us prior to the performance.

If you have any further questions or wish to discuss the contents of this rider or the production, please feel free to contact me by phone at (416) 707-1673 (mobile) or by e-mail at: [productionmanager@balletjorgen.ca](mailto:productionmanager@balletjorgen.ca)

Thank you. We look forward to working with you.

**Cindy Smith**, Production Manager

Mobile: 416-707-1673

[productionmanager@balletjorgen.ca](mailto:productionmanager@balletjorgen.ca)

[www.balletjorgencanada.ca](http://www.balletjorgencanada.ca)