

CINDERELLA

Technical and Hospitality Rider

May 2021

Crew

Our current estimated crew requirements are:

- 6 Crew for load-in and set up
- 1 Wardrobe crew for laundry, steaming and minor costume repairs
- 4 Running Crew: lighting, sound, 1 stage, 1 fly person/curtain operator
- 6 Crew for strike (tear down and reload into trucks)

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

The schedule for Canada's Ballet Jörgen:

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

6:00p.m. – Load in the night prior (4 hrs.) Unload trucks, assemble set, lighting focus & lay dance floor – **CREW: 6 plus Wardrobe**

Performance day:

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

8:00a.m. – Tech time (continue LX focus, LX & sound levels) – **CREW: 3 (LX plus 2)**

1:00p.m. – Company Class onstage/Crew lunch - staggered if necessary

2:00p.m. – Crew Back – **RUNNING CREW: 4** (lighting, sound, 1 deck hand,
Fly/curtain operator)

2:15p.m. – Dancers Spacing rehearsal, Cueing continues

2:15p.m. – Rehearsal with local participants in studio/other room or lobby

3:30p.m. – Local participants join company dancers onstage

5:30p.m. – Dinner

6:30p.m. – Crew Show Call – sweep, mop, preset – **CREW: 4 same as spacing**

7:00p.m. – House Opens, Company Call

7:30p.m. – Curtain

– **20 min. Intermission**

9:30p.m. – Company Reception if requested

9:30p.m. – Strike and Load out – **CREW: 6**

12:00a.m. – End day

Note:

- Crew schedules must reflect the fact that the dancers will be onstage during crew breaks (and meals if necessary). For this reason, the crew should have staggered breaks.

- If there are two performances on one day or a matinee performance, loading in at 8am the day prior to the performance day is **essential**.
- In the cooler weather we like to drop our dance floor off the night before the performance to warm-up. We will contact you to arrange this.

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).

We will need an 8' step ladder for the set assembly. If the theatre is not a fly house, 2 step ladders will be needed - 8' and a 12'. They should be backstage for our use prior to our arrival.

Crew should bring or have access to several c-wrenches.

We will need 2 prop tables (4' or 6') backstage, one in each wing.

Canada's Ballet Jörgen will be bringing:

- A series of rolling units of various sizes and shapes
- 4 rolling trees
- An arched fabric border to be hung just downstage of the cyc electrics
- A circular set piece that is lifted into position - either flown in or raised with a block and tackle (can use any free lineset however something upstage to midstage is preferred).
- **Pls Note:** A section of the circular set piece is flown into place at intermission (or lowered into position with block and tackle) and attached

In a non-fly house, the set is also very flexible however the black fabric border will not be used. We will use our block and tackle to hoist sections of the circular set piece into place or use 2 ladders (8' and 12').

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 however, some of the rolling units & trees may not be used. If any changes are required, we will discuss them with you.

The trees will need a loading door 5' wide. If you do not have a loading area wide enough, please let us know ASAP. The trees are quite light so they can be carried to an alternate loading door if necessary.

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
- Four to six sets of black legs and borders preset for the best masking of backstage

- Cyclorama
- One free pipe downstage of the cyc electrics to hang our arched fabric border

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 to 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 or the booth - to be decided during the set up).
- AC power source to plug in a portable sound system on the apron stage right for class.
- 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)

Lighting

The company will provide you with 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 work within this plot making as few changes as possible however 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.

- And 6 booms for side light and 18 – 36-degree Source Four fixtures (575W)

Our Lighting Director will be in contact with you to discuss any details and you can ask them your lighting questions directly. **Our Lighting Director will not operate the lighting console for the performance(s).**

- 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 the times mentioned above. 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 20 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 company members are vegetarians and we would greatly appreciate vegetarian selections with the food items. Closer to the performance date we will send time frames & any food allergies information for food hospitality.

Dressing Rooms

The company requires a minimum of two dressing rooms: one female, one male. Each must have a minimum capacity for 9 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 10 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 34' truck & one 24' cube truck (with access to the theatre's loading dock).

Studios

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

With the addition of local participants to the show, we are also looking for a 2nd space (rehearsal hall, studio, small room, lobby area or the like) to do rehearsal with company members not being used onstage and the local participants at the end of company class for approx. 1.25 hrs. We do need to play music during this rehearsal so if you could set aside a space for this, we would appreciate it.

Laundry

The company's show laundry will need to be laundered before and/or after the performance. If laundry facilities are not 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 laundry facility.

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: marketingassociate@balletjorgen.ca

Or phone : (416) 961-4725

Important Information

- **Should your venue not have loading doors 5' wide to load in the trees (or alternate doors) please let us know as soon as possible as the trees are an integral part of the performance.**
- 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.
- We will be recording the performance for archival purposes (static shot of stage). Please send any waivers or forms to us prior to the performance.

Canada's Ballet Jörgen would be grateful for any other local information that you could provide, especially in regard to hotels and restaurants near the theatre and any restaurants opened after the performance.

Thank you. We look forward to working with you.

If you have any further questions or wish to discuss the contents of this rider or the production, please feel free to contact us.

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