

PerSeverance Productions L.L.C.

In association with CMI Entertainment Inc and the Rochester Opera House

proudly presents

A CHRISTMAS CAROL

Executive Artistic Director: Scott H Severance 603-275-0605 cardboardbelt@comcast.net

2017 TECHNICAL RIDER

If you or your Technical Director have concerns or questions, please feel free to call the Producing Director and we can discuss any necessary changes. Although certain standards must be met, we can adapt to many situations if we know of the limitations now.

Additional contacts:

Kayla Fernekees Stage Manager 603-401-0220 kmarquisf@gmail.com

Shane Cassidy Tech Director/ME 508-491-6582 scassidylighting@gmail.com

George Farrow III Sound Engineer 603-973-7770 george@cleggsound.com

It is understood and agreed that the requirements delineated below are to be provided by the PRESENTER at no expense to the PRODUCER. If you are unable to comply with any of the following requirements, please notify us immediately.

Crossing out/deleting any word, phrase, paragraph or clause will not relieve the PRESENTER from performing its obligations as originally stated in this Technical Rider. Changes, if any, must be made by rider or addendum only and with prior approval of the PRODUCER.

ARRIVAL:

The production technical staff and the scenery, sound, lighting, costumes, and props will arrive via one 26' box truck at load in time set at advance. The cast arrives at the same time (given any traffic or weather complications) in 3-4 mini vans/SUVs. The company must have access to vehicles at all times during each performance day. Please see that your loading area is completely free of all obstructions, and that a clear 10 foot (10') wide path exists to the stage area. The loading area must be completely clear of all vehicles, debris, ice, snow, etc. and ready to easily receive the truck. Please check with local police and/or security units regarding access to the loading area and provide all parking permits, barricades, cones, etc. necessary to guarantee plenty of space in which to maneuver the truck. For all performance days we request that the vehicles be allowed to remain at the load-in area for the entire day. If this is not possible, please arrange for parking and security for all three vehicles as close as possible to the stage door.

LOAD-IN and OUT:

A CHRISTMAS CAROL takes 4-5 hours to load-in, set up, focus and cue. The load-out takes 1-2 hours after the final performance. PLEASE NOTE: The estimates of "IN" and "OUT" may vary with local house conditions. Exact load-in times will be scheduled by our Production/Road Manager approximately three weeks before the scheduled performance.

LABOR CALL: A CHRISTMAS CAROL is NOT a Yellow Card Attraction.

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- As such, all local labor must be provided by the local PRESENTER or the PRESENTER'S designated staff, after consultation with our Company and Production/Road Manager.
- Members of our road crew are not to be used to supplement or take the place of the crew requirements listed below!!
- Their function is to coordinate, oversee and instruct the local crew and to assure an efficient load-in, load-out and running of the show.
- The crew numbers below are for venues with good loading access and additional crew may be required for venues with difficult load-in and load-out situations.
- There is no flying scenery in this production!
- Any counterweight system needs would be solely for the raising and lowering of lighting truss/pipes

All staffing shall be in accordance with the following labor calls;

Road Staff:

- The production company travels with a crew of five (5) managing their own department (set/costume/lights/sound/stage management).
- Their function is to coordinate, oversee and instruct the local crew and to assure an efficient load-in, out, and running of the show.
- The Production/Road Manager will be in contact with the House Carpenter and/or Technical Director by telephone in advance of the performance to schedule load-in and verify crew needs for the performance day(s).
- The labor call of this show is broken down into two 4 hour work segments, plus a 1 hour meal break.
- Please inform the Production/Road Manager in the event local rules require different lengths of work periods and meal breaks.
- The labor calls are based on the premise that all able-bodied stagehands who have professional expertise can and will assist from one department to another as the need arises during load-in and load-out.
- Any stagehands who appear to be exhibiting any signs of alcohol consumption or substance abuse will be promptly dismissed on the spot and replacements must be hired immediately at presenter's expense.
- A local "runner" with a vehicle must be provided by the PRESENTER during the entire time the Production Company is booked into the venue. This individual must have a valid driver's license, a vehicle in good condition and knowledge of the local area.
- The requirement of a runner is non-negotiable and may not under any circumstances be struck from this rider

Crew Call Table:

	Load In	Show Call	Load Out
Carpenters	3	0	3
Fly/Riggers	0	0	0
Properties	1	0	1
Electricians	2	3*	2
Sound	1	0	1
Wardrobe	2	2	2
Loaders**	4	0	4
Totals	13	5	13

*Consists of (2) followspot operators (when available) and (1) deck effects operator.

**If the local crew is permitted to load or unload the truck, these four (4) persons may be deleted from the load-in and load-out calls.

Please Note:

- The above numbers are subject to change due to local conditions.
- These are the minimum requirements for this production and all crew members called for the load-in, load-out and performances of the production must be qualified in their department and be prompt for the starting times of all calls.
- All stagehands on this production are expected to carry and/or have readily available basic tools (ex; Hammer, Pliers, Screwdrivers, Multi-tool, adjustable crescent wrench, etc.).
- It is vitally important that the agreed upon crew be present for all load-in and out calls.
- The Company Manager has the authority to cancel the performance should the required crew not be available to load-in the production at the agreed upon time.
- In such event, the local presenter will still be required to pay the performance fee. If local crew requirements are not met, the producer's Production/Road Manager reserves the right to hire additional crew at the local PRESENTER'S expense as required by the Technical Rider.

NOTE: THE TRUCK CANNOT BE UNLOADED UNTIL THE FULL LOAD-IN CREW IS PRESENT.

All Local backstage running crew must wear black clothing during the performance.

STAGE REQUIREMENTS:

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MINIMUM LOADING DOOR SIZE 8' x 8' or 6' x 10'

MINIMUM PROSCENIUM OPENING 38' x 18' high

MINIMUM STAGE DEPTH 27' measured from Curtain line to last hang position

CROSSOVER Crossover space upstage or below stage is ABSOLUTELY required

ORCHESTRA PIT N/A

FLY SYSTEM N/A

MINIMUM GRID HEIGHT 45' From Stage to Floor of Grid

MINIMUM BACKSTAGE CLEARANCE 12' Off Left and 12' Off Right of proscenium (IMPORTANT!)

HOUSE CURTAIN Traveler or Guillotine style acceptable, Curtain is not opened or closed for show

CYCLORAMA N/A Star curtain or Full stage black is required

MASKING Standard electric masking should be in place:

1 border DS of the number 2, 3, and 4 electrics

4 sets of black fabric legs US of each electric

Counter Weight: Much of the scenery in A CHRISTMAS CAROL is freestanding and self-contained. We will need access to house stage weights and/or sandbags for weighting scenery jacks and truss plates. If unavailable, please provide at least 20 - 50 lb. "sand - in - tubes". If the production is allowed to screw into stage floor, weight for floor jacks will not be needed. Please have weights on dollies on the stage floor prior to the company's arrival. It is very important that we not waste any time during the load-in retrieving weights from the weight rail.

Stage Floor: A clean, unsplintered black gloss or dark wood stained floor is required. For the safety of the cast, stages with wavy or buckled surfaces are NOT acceptable and must be covered with masonite and painted black. Floors must be painted at the PRESENTER'S expense. The stage must be swept and damp mopped with a clean mop and water prior to the start of load-in and prior to each performance. The last sweep and mop should be dry prior to 1 hour before show time (after installation of the portable flooring). The backstage must be cleaned and cleared of all unnecessary equipment.

Back Wall: The Back wall of your theatre must be clear of all storage. We will need to store scenery against the back wall prior to assembly.

Please Note:

- For venues which are unable to accommodate the above specifications, the technical aspect of the show will be adapted by the company's production staff in order to provide for the best performance possible.
- No modifications will be made to the show which could potentially be detrimental to the safety of the cast and crew and/or to the structural integrity of the scenery.
- All adaptations are solely at the discretion of our technical staff who will keep the production's best interests in mind at all times.

CARPENTRY:

Stage must be free of all obstructions, and hanging goods other than those mentioned in the Stage Requirements. The scenery for this show consists of a full portable floor, a 12’hi by 30’w groundrow/projection screen unit, 8 12’ flat units, several rolling set pieces, and multiple items of furniture (bed, desks, tables, barrels, window and wardrobe/door units). A soft/ hard goods line set schedule will accompany the lighting plot.

Dolly’s and Hand Truck: The local venue shall provide (2) four wheel dollies, and (1) Hand Truck.

ELECTRICS:

A CHRISTMAS CAROL will use the house lighting system operated by our technician via our lighting console. A DMX512 input must be available to tie our console into your system. If no DMX is available the PRESENTER must provide a DMX interface or a lighting console in addition to the lighting system. If a system is not available, the PRESENTER must provide one. The Light Plot consists of approximately 14 instruments in the front-of-house positions, and 50 instruments onstage. The onstage lighting consists of 3 electricians. The production will travel with 2 intelligent lights. Specifics will be noted on Light Plot, deliverable at least two months in advance of the show date.

Console:

ETC Ion w/ 1 fader wing and 2 monitors.....**PRODUCTION WILL PROVIDE THEIR OWN LIGHT BOARD.**

NOTE: The Lighting Plot must be hung, circuited, patched, rough focused, and colored prior to our road crew's arrival.

Power:

The production does NOT require special power. We do, however, need a certain number of circuits dedicated for certain items. These are (subject to change):

Hazer	1 20 amp circuit
Dry Ice Machine	2 20 amp circuits
Intelligents and DMX	2 20 amp circuits (house circuits, not dimmers)
Wireless Microphone World	1 20 amp circuit
Production sound console	1 20 amp circuit
Production light console	1 20 amp circuit

If a qualified electrician who is familiar with the venues electrical system is not included in your load-in crew, one must be provided. This person must be available at the beginning of load-in to direct production crew to appropriate circuits.

Followspots:

- The PRESENTER shall provide two (2) followspots. Both spot lights should be consistent with each other and have the same candlepower for your space (2 of the same model is perfect)
- Headset communications between these followspots and other specific positions is vitally important

- see the sound section of this rider for more information on intercommunications requirements 6

Please Note: The PRESENTER must provide two (2) Followspot Operators as part of the local crew call as specified under the LABOR section of this Technical Rider. These operators MUST be experienced in the operation of the house follow spots and must be able to run all performances if more than one performance is scheduled. No substitutions may be made without the prior approval of the Company's Production/Road Manager.

SPECIAL EFFECTS:

Fog: A CHRISTMAS CAROL uses dry ice and a water based haze to help enhance the lighting experience. The PRESENTER shall have on hand at time of load-in 100 lbs. of dry ice PER PERFORMANCE. Dry ice is required to be in pelletized form. Dry ice needs to be stored SL, close to dry ice machine, and easily accessible during show. If you must order your dry ice in advance please be sure to take into account length of storage time and evaporation. Venues with sensitive photo electric smoke alarms will need to contact their Fire Marshall in advance of the first performance as the alarms may need to be disabled during the performance(s). Smoke alarm tests will be performed prior to the first curtain by our Technical Director. NOTE: Please consult with our Production/Road Manager prior to purchasing dry ice.

NOTE: PRODUCTION WILL PROVIDE DRY ICE MACHINE AND HAZER

LADDERS: The PRESENTER must have on hand at time of load-in One (1) 8ft A frame ladder, one (1) 12ft A frame ladder and personal lift (Genie type) which will reach the electrics when at trim position of approx. 22'. Please make sure ladders are of fiberglass or aluminum construction and rated at 225 lbs.

SOUND:

A "State Of The Art" speaker system must be provided by PRESENTER capable of providing adequate coverage to all audience areas at full flat frequency range and without distortion, including the use of front fills, balcony fills, and delay clusters. Adequate subwoofers are vitally important to the performance as well.

Monitors:

We will mix monitors from FOH. We will need 1 mix with 2 wedges for actors DSL and DSR.

Console/Front of House:

- Behringer x32 Digital Mixing Console....**PRODUCTION WILL PROVIDE THEIR OWN SOUND BOARD**
- AES50 Digital Snake ran over a Cat5 Network from Wireless Rack (Stage Left) to Front of House....**PRODUCTION WILL PROVIDE SNAKE**
- The Sound Engineer requires an area 6 feet deep by 12 feet wide for the mix position which should be near the center at the rear of the first set of orchestra seating. The mix position must not be located underneath a deep balcony. This location can be in an aisle, or where seats have been removed. The PRESENTER shall provide one 8' table or one 3/4" 4x8 plywood sheet to lay over seats at the sound position prior to the crew's arrival. If seats must be removed or the area needs to be leveled in some way, this should happen in advance of the load-in.

NOTE:

- If our Sound Engineer must mix the show from a closed room or under a deep balcony, the PRODUCER shall not be held liable for the sound quality of the PRODUCTION

- This show is a mix of acoustic vocals, amplified vocals and tracks. The show must be mixed from the house. A closed room or room with a window is not acceptable and will be detrimental to the overall quality of the performance.

Sound Electrical Requirements:

- Sound will require one (1) dedicated 20amp circuit for our wireless microphone system. This should be located Stage Left
- Sound will also require one (1) dedicated 20amp circuit for our Front of House mix position. This should be located at Front of House.
- See Electrical section of rider for more information on the production's electrical requirements.

Headset Communications:

Minimum four (4) headsets are needed for communication:

- 1 Stage Manager/Light Board Operator
- 1 Front of House for Sound Engineer
- 1 Backstage Left
- 1 Backstage Right
- 2 for followspot operators (if applicable)

Headset communications between these positions is crucial and integral to the performance. The four (4) minimum headsets are a requirement and non-negotiable.

The Presenter is required to provide these headsets which must either be ClearCom, Telex, Production Intercom or equivalent quality (Maxon or Radio Shack wireless are NOT Acceptable).

PROPERTIES:

Tables and Lights: Two 16' prop tables on each side of the stage are required backstage. The production carries all necessary storage items. Please be sure the stage is free of any tables or obstructions. The cross over should also be equipped with "running" lights for visibility if located upstage.

Brooms and Mops: Push brooms and mops with buckets must be available. The stage floor must be dust mopped and wet mopped with clean water prior to each performance at the PRESENTER'S expense.

STAGE MANAGEMENT:

IMPORTANT: The stage manager will call the show from the light board location. Must be provided with appropriate table space and electrical outlets, have clear view of the stage action at all times, and a monitor with FOH feed and full communication system with sound, lights, and crew.

WARDROBE:

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The wardrobe needs to be located in a large room with a sink if at all possible. If a slop sink is all that is available for the wardrobe and wig department's use, it must be thoroughly cleaned and designated for use only by the Company during their stay in the venue. It may not be used for floor mops, rags, etc. while the Company is on the premises.

The Local Venue shall provide the following items for the wardrobe department:

- Wardrobe racks in each dressing room.
- 1- 8' work table in the wardrobe room.
- 1-Ironing board with heavy duty steam iron.
- 1-Industrial steamer (if available).
- 2 small tables and two full length mirrors for quick changes, one each, located on either side backstage
- 1 Washer (non-coin operated)
- 1 Dryer

If your facility has laundry facilities on site, please inform Production/Road manager during advance. These laundry facilities must be in good running order and prepared for the tech crew's arrival. Our Wardrobe Supervisor will contact you in advance if they have any other special needs for your load-in.

Please provide information regarding dry cleaning establishments with quick service in the area that will pick up and deliver.

Hair and Wigs: The hair and wig department is self-contained, however if one of the wardrobe assistants has wig and hair experience, he or she may be asked to assist in the hair and wig maintenance.

DRESSING ROOMS: All dressing rooms must be cleaned (including all floors, make-up tables, mirrors, sinks and bathrooms) prior to the START of the load-in and maintained daily throughout the run of the show with an adequate supply of soap, paper towels and toilet paper available. These rooms must be well lit and all burned out light bulbs must be replaced as necessary. They must have hot and cold running water, wardrobe racks, etc., and must be maintained at a healthy, comfortable temperature. Rest room facilities must be separate from those used by the general public and audience members. Chairs, not stools or benches, are required for all performers in all dressing rooms.

Dressing rooms needed for eight (8) men, and six (6) women

A "star" dressing room is welcome, but not a necessity.

Office: One room for the Production Stage Manager and tech staff.

RUNNING TIMES:

Each act runs approximately 55 minutes. There is one 15-20 minute intermission. (determined by House)

HOSPITALITY: The Full Company shall be arriving at the same time!

1. ARRIVAL – At our crew’s arrival AND throughout the day, the PRESENTER shall provide coffee (regular and decaffeinated), tea, bottled, water, juices, and soft drinks
2. MORNING BREAK - The PRESENTER shall provide snack foods, ie; Baked goods, Crackers, fruit etc.
3. LUNCH BREAK – The PRESENTER shall provide light lunch foods food (ie. sandwiches, chicken, pizza, cheese and crackers, a deli tray, cookies, chips and dip, and fresh vegetables). Our Production/Road Manager will advise during the advance call as to the exact number of vegetarian, gluten free or other dietary restrictions required.
4. HOT MEAL – Two and one half hours prior to curtain up, the PRESENTER shall provide a hot meal for 19 total: 14 Cast and 5 Crew. Menu to be prearranged with Production/Road Manager. Pizza is not acceptable unless pre-approved by the Production/Road Manager. An assortment of beverages must accompany this meal. The Production/Road Manager will advise during the advance call as to the number of vegetarian meals required.

PLEASE NOTE: On a two show day (which includes a load in) this meal will be served between shows. The PRESENTER will still be required to provide a lunch (section 2) for the crew. The PRESENTER shall also provide light snack foods for the full company of 21 persons during the first show (ie. Cheese and vegetable tray, chips, crackers, fruit)

5. TWO SHOW DAY MEAL (EXTENDED ENGAGEMENTS) - For engagement days with two performances (which does not include a load in), the PRESENTER shall provide a hot meal between shows for the full company of 19 people.) Menu to be prearranged with Production/Road manger. Pizza is not acceptable unless pre-approved by the Production/Road Manager. An assortment of beverages must accompany this meal. The Production/Road Manager will advise during the advance call as to the number of vegetarian meals required.

NOTE: The 2017 CHRISTMAS CAROL company has no food restrictions among its cast or staff.

NOTE: Should either of the hot dinners above for the full company be logistically impossible, the PRESENTER may exercise a buy-out clause and pay the Company Manager \$15.00 per person (21 X15=\$315) in place of providing a hot dinner for the full company. This must be in cash please and easily split between 21 persons.

HOUSING:

1. WHEN REQUIRED AS AN ADDITIONAL TERM OF THE CONTRACT, THE PRESENTER MUST PROVIDE for the evening of the performance or the evening before the performance (to be determined by the Company Manager), 11 hotel rooms consisting of 5 singles and 6 double rooms at a nearby AAA approved tourist quality motel/hotel - i.e., Holiday Inn, Best Western, etc. The number of rooms needed is subject to reasonable change at the discretion of the Company Manager but shall not exceed the designated number of rooms. For matinee performances, Presenter shall provide motel/hotel rooms for two (2) evenings. The Company Manager must approve in advance the dates of room reservations and the motel/hotel selection.

PRESENTER AVAILABILITY:

The PRESENTER or PRESENTER’S representative must be available at all times to the Technical Director and the Production Stage Manager from one hour prior to the load-in to the end of the first performance. The representative must be able to make decisions on behalf of the PRESENTER.

THE ON-STAGE TEMPERATURE MUST BE KEPT COMFORTABLE AND HEALTHFUL AT ALL TIMES DURING THE PERFORMANCE. This temperature must be achieved by one and one half hours prior to curtain and maintained throughout the performance, with as little air movement as possible on stage. If portable heaters/cooling units are required to achieve this, they shall be obtained at PRESENTER'S expense.

GENERAL NOTES

Company Size:

- 14 Actors
- 5 Technicians

Merchandise: This production will NOT travel with merchandise, but after the show (Scrooge and Tiny Tim will come to lobby area to greet your audience).

IMPORTANT NOTE: Any meet and greet VIP sessions must be cleared with the PRODUCER several weeks before the date of performance.

Performance Payment: The Producing Director must receive the final payment in the form of a cashier's check, money order, university/college check or theatre/company check made payable to CMI Entertainment for the performance(s) at the intermission of the first performance. The Company Manager will not, under any circumstances, accept a personal check.

Pertinent Information: Upon return of this rider, please provide a copy of your venue's Technical specifications (including but not limited to Stage and loading dimensions, Inventories, policies, area medical facilities, lodging and restaurants)

Advance Paperwork: All advance paperwork for A CHRISTMAS CAROL is handled electronically. Advance scheduling, hospitality and runner information will be emailed to the Venues Presenter and Technical Director or Production Manager approximately 3-4 weeks in advance of the engagement. Light Plots, soft goods plans, and floor plans will accompany these and be in PDF format. The Production Manager will be in contact by phone to confirm and finalize details approximately 1 to 2 weeks in advance of the engagement. NOTE: Preferred method of transmitting the paperwork is via PDF format, vector works, or autocard.

CLOSING AND ACCEPTANCE

IN THE EVENT THAT THE MINIMUM TECHNICAL AND PRODUCTION REQUIREMENTS OF THIS RIDER ARE NOT MET, ADDITIONAL EQUIPMENT AND PERSONNEL NOT SPECIFIED IN THIS RIDER MAY BE REQUIRED AT PRESENTER'S EXPENSE.

The best Performance(s) will be achieved if the PRESENTER can meet all of the foregoing technical requirements, the PRODUCER is flexible in some areas. Changes must be approved in advance by our Production Manager, and/or Company Manager to avoid any on-site surprises and conflicts, as well as to ensure the safety of our company members and all local personnel.

These eleven (11) pages of this A CHRISTMAS CAROL Technical Rider are accepted and agreed to by the PRESENTER as an integral part of the attached (or previously sent) Contract Agreement.

Accepted: _____

(Signature of PRESENTER or PRESENTER'S Representative Required) DATE

Print Name: _____

E-mail: _____ Phone: _____

Technical Director/Production Manager: _____

(Signature of the venue's Technical Director) DATE

E-mail: _____ Phone: _____

Venue Website: _____