

AQUILA THEATRE COMPANY

Technical Requirements

Note:

The lighting and sound information listed is general technical information not specific to any one Aquila Theatre Company performance. Specific Technical information for the show(s) at your theatre will be provided in advance of the performance along with a light plot.

Playing area

A level playing area at least 30 feet x 30 feet (not including wing space) will be used. The surface of playing area should be free of protruding objects, obstructive cracks, holes and splinters. If the floor is not wooden and/or is of uneven quality, or if the floor is not black or dark brown, black dance flooring should be used.

Set

Depending on repertory the company may travel with a free standing or light weight hanging set. Full details of any set will be made available to the venue no later than 2 weeks prior to the first performance. The set will be constructed and dismantled by the company assisted by venue stage hands during the designated load in and load out times. Details of set construction materials will be made available to the venue. The venue will provide 2 rolls of Black Gaff Tape for securing of a floor cloth to the stage, dressing cables, etc.

Lighting

Hanging Positions: Venue must have at least one front of house hanging position capable of supporting at least 16 lighting instruments, and three over-stage hanging positions located at regular intervals over the playing area capable of supporting at least 20 lighting instruments each. These over stage positions should ideally be located at the down stage limit of the playing area, at the center of the playing area and at the up stage limit of the playing area. Venue must also provide eight lighting booms of at least 6 feet in height each capable of supporting 4 lighting instruments.

Dimming and Control: Venue must provide a house lighting system with at least 60 2.4K dimmers with enough cable, plugs and other fixtures necessary to successfully hang the Company's light plot. Company plot will be sent to the venue at least two weeks prior to the date of the first performance and will include all circuiting, channeling, plotting and focus information. Venue must hang, cable, circuit, channel, plot and rough focus this lighting rig prior to the arrival of the company. Any deviations, substitutions or changes to the Company plot must be agreed to in writing by the Company technical director not later than 1 week prior to the first public performance. Venue must provide lighting control and a light board operator. This control must be a computer board capable of memorizing at least 100 cues with at least 12 submasters. Please ensure that the equipment is pre-rigged according to the plan, the instruments tested and in full working order, plugged and patched, colored, and, if possible, rough focused (focus guide, interment schedule and patch information will be included with the plan). We require two foggers and/or hazers with fluid and remote control units, one SL and one SR.

Lighting equipment - all available equipment, including, but not limited to the following:

- 48 Source 4 36 degree lekos or 6x9 750w
 - 24 Source 4 26 degree lekos or 6x12 750w
 - 12 Source 4 19 degree lekos or 6x16 750w
 - 30 Source 4 Pars or 8" Fresnels or PAR 64 WFL with barndoors
 - 3 6-foot, 3 circuit striplights
 - 5 3 circuit Far Cycs or comparable units to wash cyc evenly
 - 8 6-foot Booms and Bases
- Gel frames, cable, twofers as needed
House lights
Color gels (according to plot)

Sound

Venue must provide a house system consisting of (minimum requirements): a mixer with at least 10 channels, 3 floor mics, 2 shotguns, 3 high quality vocal mics and stands, 1 high quality studio mic and stand plus necessary mic cable runs, amplifier(s), equalizer, house speaker system and two on stage

monitor wedges. Please provide 2 direct input boxes for connecting the company's sound laptop and/or instruments to the house sound board. Please ensure all sound equipment is setup and tested prior to the Company's arrival.

- 1 mixer with at least 10 channels (1/4" and XLR connectors available)
- 6 onstage mic connections
- 2 large Proscenium house speakers and subwoofers
- 2 on stage monitor speakers
- 1 CD player
- 3 PCCs or comparable floor mics
- 2 Shotgun microphones on stands
- 3 SM58 or comparable vocal mics (can be wireless) on stands
mic cables

Sound cues are generally run by company staff from a laptop from a sound position in the house to provide for accurate monitoring of the sound quality in the house. House sound technician will work with the microphones and any other sound cues not on the laptop.

House communication system and headsets for board operators and on stage personnel; cables and plugs as necessary. Minimum 6 packs – Stage Manager, lights, sound, rail, SL deck and SR deck.

Personnel

1 designated technical director (The Local Presenting Organization must designate a Technical Director with decision-making authority to be present, responsible to, and accessible for consultation with Aquila at all crew calls).

Load in:	1	Sound	Show/Rehearsal:	1	Sound
	3	Electricians		1	Electrician
	3	Stagehands		2	Stagehands
	1	Wardrobe		1	Wardrobe

These crew members should be available for all Aquila crew calls. Aquila's production manager will provide specific labor needs and call times for your venue. Stagehands for show calls should be able to operate the fly rail and smoke machine(s)/hazer.

Wardrobe

The venue must provide at least one wardrobe assistant capable of assisting the company with wardrobe duties such as show washing and steaming, costume maintenance and minor repairs and show dressing (if required). Wardrobe assistant should be available to the company at Load-in and two hours prior to each subsequent performance thereafter. Venue must provide access to wardrobe facilities minimum requirements consisting of a washing machine and dryer, a steamer, an ironing board and steam iron, a sewing kit, two moveable dressing mirrors and two moveable costume racks. Please note that the in venue laundering of costumes immediately following a performance is essential for venues contracting morning shows following a prior evening performance. Laundry must be done prior to every performance. If laundry is not available at venue, venue will have laundry done off site at a local laundry facility.

Technical Specifications

Full technical specifications of the venue must be supplied when the contract is returned for Company approval prior to signing by Company representative. These specifications should at least include:

- A ground plan of the performance space detailing dimensions
- A line set diagram or grid plot detailing heights and distances
- An inventory of available lighting equipment
- An inventory of available sound equipment
- An inventory of available soft goods and any information showing existing positions and ability to move
- Details of dressing room accommodations
- Details of load in areas
- Contact name, addresses, phone, fax and e-mail for technical director
- A local map showing the venue location and location of designated parking area
- Local information such as area hotels, restaurants open after 10pm, local medical emergency facilities, taxi

firms, health and fitness facilities, dry cleaners, and any other relevant local information
Wherever possible company would appreciate receiving any photographs of the venue (particularly the stage area) and/or the address of web images posted regarding the venue.

Soft Goods

A white cyclorama to span the width of the playing area and located up stage of that area and a black backdrop or traveler to span the width of the playing area and mask the cyclorama also to be located up stage of the playing area. At least three sets of soft black legs to hang stage left and right of the playing area to provide wing masking. At least three sets of borders to mask the electrics. The exact location of the soft goods will be marked on the company plot to be made available to the venue at least two weeks prior to the first performance. An operational main curtain.

Load In

Company requires full and uninterrupted access to the performance space, dressing rooms, wardrobe facilities, green room and company office at least 12 hours prior to the first performance to provide for at least 8 working load-in hours prior to the actor's arrival. If first performance is to be held during the day, performance space must be available from 6pm on the evening prior to performance. Company also requires access to the loading dock or most convenient load in location and three designated parking spaces located close to the performance space for the duration of the Company's residency. Venue must staff the venue throughout the load in period and ensure access to all necessary areas of the venue for the Company. The company reserves the right to hold a dress rehearsal prior to the performance. Exact arrival and load in times will be communicated by the Technical Director at least one week prior to the scheduled performance. Standard actor warm-up, sound check and technical rehearsal of 1-2 hours in length takes place beginning 2-3 hours prior to performance. All performance running personnel must be present.

House Control

The Company Manager will assume on stage control in collaboration with venue technical director whenever Company members are present on stage. The house will not open until clearance has been given directly by the Company Manager. Company manager will not begin the show until given front of house clearance by designated venue Front of House Manager. However, in the event of the house being held more than 10 minutes past the contracted start time, venue will be responsible for any overtime incurred by Company Members as a result of any hold. The stage will not be entered by any venue personnel until declared clear directly by Company Manager. The local crew will not begin any on stage load out until directed to by Company Manager after all company members have cleared essential props, costume articles and musical instruments from the stage.

Dressing Rooms

The venue must provide two clean lockable private dressing rooms each capable of accommodating 10 actors comfortably. Each room must have nonpublic access to the performing area. Each room must have make-up lights and mirrors, chairs and tables, costume rack, nearby lavatory with a sink with hot and cold running water and at least one hot shower. Company must have uninterrupted access to dressing rooms throughout the duration of the residency at least 6 hours prior to the first performance, 3 hours prior to each subsequent performance and 1 hour following each performance.

Hospitality

Venue is to provide the following backstage hospitality to be in place three hours prior to each performance and to remain in place until 30 minutes following each performance. Hospitality must be replenished with fresh items for each performance. Should there be multiple afternoon or evening performances in a single day, a different entrée shall be provided prior to each performance. Number of members in traveling Company is to be communicated to Venue in advance to determine portions.

All performances

At least 2 dozen individual bottles of water (chilled and room temperature)
A selection of chilled fruit juices and soft drinks
Coffee with milk, sugar and honey served on the side
Hot water and tea bags
A selection of bagels and breads and condiments (peanut butter, jelly, cream cheese)

In addition to:

Morning Performances (12:00pm and before)

A selection of fresh fruit
A selection of pastries

Afternoon and evening performances (12:01pm and after)

Lettuce salad with a selection of dressings
Fresh fruit and vegetables
An entrée with sides and a vegetarian alternative (per need of Company)
Suggested entrées to avoid repetition:
Monday: Hot Sandwiches (paninis, gyros, etc.)
Tuesday: Chicken entrée
Wednesday: Pasta with sauce (Bolognese, lasagna, meatballs, etc.)
Thursday: Barbeque style (hamburgers, bratwurst, BBQ chicken, etc.)
Friday: Italian entrée (Parmesan, Marsala, etc.)
Saturday: Asian (Chinese, Thai, etc.)
Sunday: Greek or Indian

Entrée is to be approved in advance by Company Manger to comply with Company members' specific dietary needs.

Visiting Company Office

The Company requires a private area with desk, chair, phone (company will use calling card for any long distance calls), computer with Internet access and printer, and fax machine for use by Company Manager in the efficient administration of the Company while on tour. Such area should be as close to the performance area as possible and always in the same building as the performance space.

Morning Performances

In the event that a morning performance is held the day after an evening performance by the Company, the venue will ensure a 14 hour overnight gap from the time of curtain down to the time of curtain up the following morning. This is to allow facilitation of the 12 hour overnight gap rule, allowing for costume removal, two-way transportation to hotel and warm up. Any venue that schedules an earlier performance will be responsible for any overtime charges incurred by the Company. Masterclasses and workshops should not be scheduled within 13 hours from the time of curtain down.

For a morning "guided tour" a lectern with a clip light and microphone and a pair of lights focused on it and two microphones for the Q&A need to be provided for the performance.

Technical Signature

The technical director is required to review and sign the technical rider.

X _____
Venue Technical Director

X _____
Local Presenting Organization

X _____
Marc J. Baylin, President
Baylin Artists Management Inc.

X _____
Peter Meineck, Artistic Director
Aquila Theatre Company

AQUILA THEATRE COMPANY **Contract Addendum**

Parking

Aquila must have access to the loading dock during load-in/load-out times.

Three (3) parking spaces for a small truck, a passenger van and car close to the theatre must be available to Aquila at all times for the duration of visit. If parking is not provided at venue, Presenter is responsible for making alternative arrangements and paying any associated fees.

Where necessary, three (3) parking permits will be provided by the Local Presenting Organization upon arrival valid for duration of Aquila's visit.

Ground Transportation

If Aquila is flying, presenting organization agrees to provide round-trip ground transportation from airport to hotel and from hotel to venue for all performances, residency, load-in, rehearsal, etc. The ensemble will require one cargo van for equipment and a 15-passenger van to transport the company.

References to Aquila Theatre Company

All references to Aquila in paid or unpaid advertising, announcements, house-boards, flyers, posters, publicity releases and any other promotional materials for the services above shall be as follows (example):

AQUILA THEATRE COMPANY
in
William Shakespeare's *The Taming of the Shrew*
Or
Edmond Rostand's *Cyrano de Bergerac*

Running Times

Full productions run approximately 120 minutes plus one 15 minute intermission, unless otherwise noted. Guided Tours run approximately 45 minutes, followed by a 10-15 minute Question & Answer session. There is no intermission for Guided Tours.

Programs

Local Presenting Organization agrees to allow Aquila to insert performance programs with an Aquila newsletter and informational materials.

All programs shall include in bold face type on the credit page the following note:

"The taking of photographs or operating of recording devices during the performance is strictly prohibited."

Reproduction

Local Presenting Organization shall not authorize or permit, and shall take all steps necessary to prohibit and/or enjoin the recording, photography, reproduction, transmission, and/or broadcast, or any other use whatsoever, by any means or through any media whatsoever, of any portion of any performance or its rehearsal or of any portion of any service scheduled above by any means whatsoever.

Performance Rights

Aquila Theatre Company affirms that it has the performance rights for all plays in the touring repertory and the Local Presenting organization will not be liable for any claims, suits or judgments by playwrights or their representatives.

Right of Refusal

In the event that the Local Presenting Organization refuses or neglects to provide any of the items herein stated, Aquila Theatre Company shall have the right to refuse to present the program, and the Local Presenting Organization shall be liable to Aquila for any damages on account thereof.

X _____
Peter Meineck, Artistic Director
Aquila Theatre Company

X _____
Marc J. Baylin, President
Baylin Artists Management Inc.

X _____
Local Presenting Organization