



# WALNUT STREET THEATRE

## Technical Requirements

### **Note:**

*The lighting and sound information listed is general tech information. Specific technical information for the show(s) at your theatre will be provided at least one month 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 floor is not wooden and/or is of uneven quality, black dance floor should be used.

### **Set**

The company will travel with a free standing or light weight hanging set. The set will be constructed and dismantled by the venue stage hands during the designated load in and load out times under the advisement of the Walnut Stage Manager and the Road technical Director.

### **Lighting**

Walnut Street Theatre does NOT travel with lighting equipment and it is the responsibility of the presenter to hang, focus and operate lights that are as close as possible to the lighting plot provided by Walnut. At a minimum a general wash with three different "looks" and two adjustable "specials" will be provided. WST plot will include all circuiting, channeling, plotting and focus information. The lighting MUST be hung, cabled, colored, focused and pre-programmed according to the final lighting information that will be sent at least one week prior to the Walnut's arrival.

### **Sound**

Walnut Street Theatre does NOT travel with body microphones. For the production's sound effects, the Walnut Street Theatre will travel with a MacBook running QLab that will connect to the venue's sound system. The venue must provide a house sound system consisting of (minimum requirements): a mixer with at least 8 channels (1/4" and XLR connectors available), necessary cable runs, amplifier(s), equalizer, house speaker system and two on stage monitor wedges. Please ensure all sound equipment is setup and tested prior to the Walnut's arrival. A CD player is also required as a backup to the MacBook. A House communication system with six (6) headsets for board operators and stage personnel is also required with cables and plugs as necessary. A "god" microphone is requested for use by the stage manager during the technical rehearsal. If the venue feels sound reinforcement is needed for their venue, they shall provide and operate the appropriate equipment. It is the WST's preference for the venue to provide 2 to 3 floor mics at the downstage edge of the playing area. Body mics are not desirable. The WST, in consultation with the venue, may decide on site not to use mics if the production can be sufficiently heard without amplification.

### **Wardrobe**

The venue must provide one wardrobe assistant capable of assisting the Walnut with wardrobe duties such as show washing and steaming, costume maintenance, dressing and minor repairs. Venue must also provide access to 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. If laundry is not available at venue, venue will have laundry done off site at a local laundry facility at their expense.

### **Technical Specifications**

Full technical specifications of the venue must be supplied when the contract is returned for Walnut approval prior to signing by Walnut's 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 and sound equipment
- An inventory of available soft goods and any information showing existing positions and ability to move, including cyclorama, full stage black, legs and masking.
- Details of load in areas and parking
- Contact name, addresses, phone, fax and e-mail for technical director
- A local map and information such as restaurants open after 10pm, local medical emergency facilities, taxi firms, health and fitness facilities, dry cleaners, and any other relevant local information

NOTE: Included in this information packet, you MUST provide the name, address, location, and route from the theatre to the nearest Emergency Medical Facility, as well as posting this information next to the telephone nearest the stage manager's running position.

### **Load In**

Walnut requires full and uninterrupted access to the performance space, dressing rooms, wardrobe facilities, green room and company office 8-12 hours prior to the first performance. If first performance is to be held during the day, performance space must be available the evening prior to performance. The company reserves the right to hold a dress rehearsal prior to the performance.

### **House Control**

The Stage 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 Stage Manager. Stage 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.

### **Dressing Rooms**

The venue must provide two (2) clean lockable private dressing rooms capable of accommodating five (5) 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. In addition, we require at least one sanitary sleeping cot or couch.

### **Hospitality**

Venue is to provide the following backstage hospitality for seven (7) people to be in place three (3) hours prior to each performance and remain in place until one (1) hour after each performance.

- A selection of fruit juices and sodas (diet and regular)
- At least two (2) dozen individual bottles of drinking water
- Coffee, Hot water and tea bags (including herbal teas) with milk, sugar and honey served on the side.
- Assorted fresh fruit and vegetables
- A selection of breads and bagels and condiments (peanut butter, jelly, cream cheese, etc.)

Venue must provide a catered, hot meal two ½ (2.5) hours prior to performance to be served in the theatre in an appropriate room. Acceptable dishes include chicken, fish and pasta. No spicy foods or heavy cream sauces. Steamed vegetables, fresh fruits, rolls, dessert choices, etc should also be provided. A vegetarian dish must be included in addition to a regular non-vegetarian hot meal selection when requested. The menu is to be approved by the company manager 1 week prior to the engagement.

### **Visiting Company Office**

The Company requests a private area with desk, chair, phone, computer with Internet access **and printer**, and fax machine for use by Stage Managers 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 Union 12 hour overnight gap rule, allowing for costume removal, two-way transportation to hotel and warm up. Any venue that schedules an earlier performance or workshop will be responsible for any overtime charges incurred by the Company.

### **Personnel**

The Local Presenting Organization must designate a Technical Director with decision-making authority to be present, responsible to, and accessible for consultation at all crew calls. All crew members (listed below) should be familiar with the Venue, as well as knowledgeable of current theatrical terms, equipment, conditions, and safety requirements. If Presenter's contract with a local crew requires other than what is specified herein, or is obligated under any contract or binding agreement as such, please contact the Baylin Artists Management office, and include a copy of the local crew contract with the facility information packet or questionnaire.

Call times for tech and shows are estimates and will vary based on schedule and be specified in itineraries provided one week prior to the engagement.

	Company Load In / Tech (8-12 hours prior to curtain)	Show Call –including sound check, actor warm up etc. (2 hours prior to curtain)	Load Out (2 hours)
Electrics	1 (board op)	1 (board op)	
Stagehands	4	2	4
Sound	1 (board op)	1 (board op)	
Wardrobe	1	1	1

Stage Manager will be calling the show from Sound position in the house. Please provide table space for laptop, prompt book, etc. Also provide microphone, light, and Edison outlet at this position.

**Backstage Area:** Two large tables for props needed backstage. Eight chairs for actors backstage. Drinking water backstage within easy access from the stage.

### **Parking**

Walnut Street Theatre must have access to the loading dock during load-in/load-out times.

Two (2) parking spaces for a large van close to the theatre must be available to WST 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, two (2) parking permits will be provided by the Local Presenting Organization upon arrival valid for duration of WST's visit.

### **References to Walnut Street Theatre**

All references to Walnut Street Theatre in paid or unpaid print advertising, announcements, house-boards, flyers, posters, publicity releases and any other promotional materials for the services above shall be as follows:

**Walnut Street Theatre, Philadelphia, PA, Bernard Havard, Producing Artistic Director presents, Around the World in 80 Days, By Mark Brown, Adapted from the novel by JULES VERNE**

### **Programs**

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."**

Presenter agrees to provide billing for the work, the author, the artists, the stage managers and artistic staff as per information Walnut will provide 3 weeks prior to the engagement.

**Performance Rights**

Walnut Street Theatre 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 representative

**MASTER CLASSES OR RESIDENCIES REQUIREMENTS**

**Should the contract specify master classes or residencies the following will apply**

Space Requirements: Classes require a suitable rehearsal, stage or classroom space large enough for the entire group to move comfortably. The room should be private and quiet and preferably not in the same space as the public performance.

Participants: TBD based on content and number of TA's. As a rule, one teaching artist is appropriate for a class size of 8-12 students. Age of students may vary due to content, but will typically be ages 12 – adult. Post show talk-back's or panel discussions may be scheduled for larger groups.

Dress: Participants should wear comfortable loose clothing and be prepared for basic movement.

Assistance: At least one staff or faculty member must be present to actively assist the teaching artist. In a public school setting the assistant must be a certified teacher.

Transportation: Teaching Artists' will require local transportation, preferably with an escort from hotel or venue to/from class location.

Class Duration: TBD based on class selection. As a rule, 45 -90 minutes will be scheduled. In the case of a talk-back immediately after the show, the length will be 20-30 minutes.

Study Guides: Study Guides will be provided to the presenter. The presenter IS authorized to make copies and distribute them.

Content: A variety of master class and residency options will be made available to the presenter two months prior to the engagement.

This rider is an integral part of the contract. Presenter should call the management if there are questions or if there are terms or conditions which presenter anticipates difficulties in arranging.

X \_\_\_\_\_  
Local Presenting Organization

X \_\_\_\_\_  
Marc J. Baylin, President  
Baylin Artists Management Inc.

X \_\_\_\_\_  
Mark D Sylvester, Managing Director  
Walnut Street Theatre

