

THE VELVETEEN RABBIT

Technical and Hospitality Rider

Crew

Our current estimated crew requirements are:

- 3 Crew for load-in and set-up.
- 1 Wardrobe crew for laundry, steaming and minor costume repairs
- 3 Running Crew: lighting, sound, stage hand
- 3 Crew for strike (tear down and reload trucks)

The basic schedule for Velveteen Rabbit is as follows:

| | |
|------------------------------|--|
| 3.5 hrs. prior to show time | Load in, cueing, laundry |
| 1.5 hrs. prior to show time | Company arrives, spacing and rehearsal Crew not needed unless required by theatre |
| Half Hour prior to show time | House opens |
| Curtain | Presentation |
| Show runs 1 hr. | |
| Strike: 1 hr. | |

Note:

- This schedule will change.
- Crew will rotate all breaks so the theatre can be used constantly
- 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 & Set

Preferred 32' x 30' or larger (11m X 9m)

Minimum 25' X 20' (7.5m X 6m) **Must be confirmed by the company.**

Please ensure floor is clean before arrival and wings are clear.

Canada's Ballet Jörgen will be bringing:

- Two rolling "L" shaped units that will need some assembly
- 1 bed that will need some assembly
- assorted props

A floor plan and section to scale will be needed so please forward us a copy as soon as possible. If one is not available please send us a drawing with as much detail as possible: width & depth of stage playing space, shape of stage apron, height to bottom of borders or teasers or lighting instruments (which ever is lower), position of upstage traveler and other masking and dimensions of wing space, amount of space behind or upstage of

upstage traveler, position & height of lighting pipes both onstage and Front of House over the audience, position of stairs leading to stage from audience, etc.

Drapery

The Company requires:

- An appropriate number of black legs and borders to mask the back stage area.
- One full-stage black traveller positioned upstage

We will not use the main curtain.

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 to us with the floor plan and section.

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 with this plot making as few changes as possible. The prehang with any changes should be made before our arrival.

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

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. And please update us of any changes.

Followspots will not be used.

Audio

The company requires:

- One CD deck. The company will provide a mini disk player for playback to be hooked up to the theatre's sound system. The theatre's CD deck will be used for backup.
- One microphone on stand with enough cable to go from one side of the stage to the other.
- Adequate speakers and amplification for theatre.
- Stage monitors (if available)
- Clear Com set up with 3 headsets (SM will call the performance from the wings or the booth - to be decided during the set up).
- Dressing room paging and performance sound if available

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 you stage floor please contact our Production Manager.

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

Safety and Security

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 time 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. In the case of an emergency, the stage manager must be notified of visitors in the backstage area as soon as possible.

Dressing Rooms

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

Hospitality

For the dancers and crew members (total of 10 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.

The company will need access to one or more phones for business and personal calls. These phones must be able to dial operator assisted long distance and 1-800 (1-888, etc.) numbers.

Parking

The company requires parking passes and spaces for one passenger van (as close to the venue as possible), and one 24' truck (with access to the theatre's loading dock).

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.

Should the theatre not have laundry facilities and the town not have a public laundry facilities please inform us as soon as possible so we can work with you to find alternate arrangements.

Lobby

The company will need two tables set up before the performance that will remain throughout the performance for merchandise and our display board. 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.

Canada's Ballet Jörgen
The Velveteen Rabbit - Rider

Tickets

The company requires a minimum of six (6) complementary tickets, in pairs, for each performance. Additional ticket requirements will be discussed with the presenter in advance of our arrival.

Important Information

- **Stairs to the stage will be needed for volunteers from the audience to come onstage to learn some dance moves. If permanent stairs are not part of the stage set up a temporary set (or 2) will work.**
- 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 backstage areas and crossover must be clear of obstruction 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' Ballet Jörgen does not have local maps of each city we visit. Could you please provide us with a map and directions to the theatre from the nearest highway interchange? We would also be grateful for any other local information that you could provide, especially in regards to hotels and restaurants near the theatre and any restaurants opened after 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, by fax at (416) 415-2865 or by e-mail at: productionmanager@balletjorgen.ca

Thank you. We look forward to working with you.

Cindy Smith, Production Manager
Home office/Cell: (416) 707-1673
productionmanager@balletjorgen.ca
www.balletjorgencanada.ca