



TECHNICAL RIDER
SEVEN
2019-2020 Tour

Upon return of this Technical Rider, Presenter is required to attach all pertinent information regarding the facility in which the show will be performed. This shall include type of venue, stage size, etc. Included in this information packet, Presenter must also post this information next to the telephone nearest the stage manager's running position.

*LATW will provide a full tech packet, including light plot, ground plan, cue sheets, and all tech paperwork, no less than two (2) weeks prior to performance at venue. If the Presenter's performance date(s) fall within the first two (2) weeks of LATW's tour, LATW will provide the full tech packet as soon as possible following their technical rehearsals in Los Angeles. This may constitute the venue receiving these materials within the two (2) week window of performance at said venue.

CREW REQUIREMENTS

The mandatory crew list in this paragraph includes the total number of qualified and professional stagehands required for presentation of the production, and should be considered a guide for the Presenter as to the minimum number of crew needed for load in (upon LATW's arrival), during the show, and for load out of no more than one hour after the show.

Presenter will provide a crew member for each of the aforementioned positions who is familiar with Presenter's venue. All crew members must have prior knowledge and experience with all systems and equipment, equipment conditions, operative techniques, and safety requirements concerning their assigned duties. "Prior knowledge and experience" is defined as the ability to perform duties without outside supervision or assistance. Stagehands will have had prior knowledge and experience of moving, arranging, and locking in platforms according to a ground plan; hanging and focusing lights according to a light plot; operating the fly rail system; hanging and focusing projector. Light Board Operator will have prior knowledge and experience of hanging and focusing lights according to a light plot; programming and running light board. Sound Engineer will have prior knowledge and experience of mic, speaker and monitor set up; connectivity; programming (compression, roll off, etc) and running sound board; tuning the room. Wardrobe Assistants working during LATW's load in must be able to handle costume laundry, steaming, ironing, and repairs. Wardrobe Assistants working show call will be needed for half hour emergencies, but will not be needed during the show. After the show, Wardrobe Assistants will assist post show costume cleanup, as needed by LATW.

The below diagram outlines the blocks of time during which Presenter will provide the above crew members. Specific call times for tech and shows vary based on schedule and will be specified in itineraries forwarded to venue by Baylin Artists Management.

	Company Load In / Tech (8 hours prior to curtain)	Show Call (1 1/2 hours prior to curtain)	Load Out (1 hour)
Electrics	1 (board op)	1 (board op)	
Stagehands	2	2 (one SL, one SR; in show blacks)	2
Sound	1 (board op)	1 (board op)	
Wardrobe	1	1 (for half hour, not needed for show)	1
TOTAL	6	6	4

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, Venue will inform the Baylin Artists Management office by no later than two (2) weeks prior to presentation, and will include a copy of the local crew contract with the facility information packet.

If Presenter fails to provide a qualified crew which meets all of the requirements above, LATW will endeavor to find suitable replacement crew members and any additional expense incurred as a result of this search shall be borne solely by Presenter.

LIGHTING

Presenter must have the ability to provide an even front light system of ellipsoidals/lekos. The Front, side, and down light systems must cover the entire playing area. Each unit must be individually patched. Presenter's inventory shall include all necessary lamps, cable, dimmers, and other such lighting equipment necessary for a theatrical presentation, to LATW's reasonable specifications.

Lighting plot will be advanced to each venue before LATW's arrival. Please hang, circuit, and focus units to the plot's specifications. If inventory or electrics locations differ, please contact the TD for an alternate plot.

All instrumentation will be specifically focused during load in and may be adjusted or moved, within reason, according to the specifics of the venue. There is a mutual understanding between LATW and Presenters with large venues that for those larger venues only, the lighting plot serves as a guide, with the Presenter supplying additional instruments necessary to light the space. Color substitutions may be made with prior approval from LATW.

Lighting Systems:

- Front light wash across the stage of Ellipsoidals/lekos that will also work as microphone specials, barrel types TBD
- Back/Down light wash of Ellipsoidals/lekos with color that will also work as microphone specials, barrel types TBD
- High-side/pipe-end wash of Ellipsoidals/lekos from SL with color, barrel types TBD

- High-side/pipe-end wash of Ellipsoidals/lekos from SR with color, barrel types TBD
- Down wash of parcans with color, specific types TBD

Lighting Specials:

- TBD but a combination of FOH units and above stage units with color

We will be bringing a USB containing the show’s lighting file for an ION. If that format is not compatible with your system, please discuss alternative with the Technical Director *immediately*.

The trim height for the Electrics will be advanced by the Technical Director.

We will bring any requested templates/gobos.

Please provide safety lighting in the crossover.

Please let the Technical Director know if you’d like to program your houselights into our cues.

Prior to LATW’s arrival, all lighting will be hung, cabled, colored, focused and pre-programmed according to the final lighting information including cue-sheet, and paperwork with color and template information. This information will be sent to Presenter no later than two (2) weeks prior to arrival. *

PROJECTOR

Presenter will provide one (1) projector, minimum of 10,000 (10K) lumens with the ability to zoom in/out/keystone, and lens shift, and with zoomable lens. Additionally, Presenter will provide all connectivity and cable needed to front mount projector (either in the house or in the booth) facing the playing area. Presenter will provide the proper input for a VGA connection. The show will be run from a Mac laptop, which we will bring and will be run from QLab. We will also be bringing the Thunderbolt to VGA adapter. If you plan on using a different output (DVI or HDMI), please provide a proper adapter.

<p>It is important to the production that the projector be 10,000 (10K) lumens or greater. Please complete the information below indicating what make/model and size projector you have in house:</p> <p>Make and model of projector: _____</p> <p>Projector Lumens: _____ Projector Lens: _____</p> <p>Front Projection, Rear Projection or Either: _____</p> <p>Signature of Venue’s Technical Contact: _____</p>

Projector will be hung in position and appropriately connected prior to LATW's arrival. Specific projector connectivity and positioning information will be provided to Presenter by no less than two weeks before arrival. Please have appropriate lens for the throw needed. We will be bringing our own projection screen(s). It is a Rose Brand Celtic Cloth IFR 20'w x 15'h, trim TBD and will need an empty baton or pipe to hang it on. It ties onto a baton and weighs less than 10 lbs. More details on placement and trim will be provided with future versions of this rider.

Projections will need to be controlled from Stage Managers position FOH.

SOUND

Presenter will provide the following at venue:

- **Mixboard:** 16 Channel Mixer with phantom power, compression and effects to be located in house if possible.
- **PA System:** Speaker clusters or in-house sound that is appropriate for the size of the hall. A power amplifier based on the size of the room. Parametric or Standard EQ.
- **Outboard Gear and Equipment:** Stage Manager will be calling show from Sound position. There must be a 3' x 3' table space in Sound board op position for two (2) LATW laptops (Sound QLab and Video QLab), prompt book; VOG mic, light, and a power strip or at least 3 open Edison outlets in Sound position; Two (2) XLR cables from sound board to LATW di box. The venue will provide a Left/Right 1/8" (headphone) input for the LATW sound computer. We prefer via di box.
- **Clearcom or RTS Communication System** consisting of: three (3) wired or wireless for SM (featherweight style preferred, if available), Sound op, Light op, and Two (2) wired or wireless backstage for stagehands, one (1) SL and one (1) SR.
- **Control Booth** for light board op (and for SM and Sound board op if sound is not in the house) with intercom to backstage area/dressing rooms.
- **Sound Equipment for Stage:**
 - Seven (7) dynamic mics (Shure SM58 or equivalent) with wind screens
 - Seven (7) mic stands (AKG or equivalent) with boom arms and tripod bases with rubber feet.
 - Four (4) low-profile floor monitors for actors (JBL or equivalent) 3 downstage receiving vocals
 - Seven (7) wireless mics for talkback

All sound equipment will be set up and tested prior to LATW's arrival. LATW will provide specific mic placement no later than two (2) weeks prior to arrival.*

Since we are a radio performance production, the sound mixer is a very vital position. We need an experienced and knowledgeable mixer to run the show. We will provide a mixing script for them to use. Note to the mixer: all the mics are on from the top of the show. Our cast will move from mic to mic and adjust heights as needed. Your script should indicate when one of those adjustments is upcoming. Also, please note that our actors will approach, speak off mic, or retreat from the mic on purpose to accentuate the radio performance style.

Sound board and monitor mix setup will be outlined in detail with the next version of this rider. Please ring out your room ahead of time, if possible.

STAGING

Venue must have a level playing area at least 30 feet x 30 feet (not including wing space). The stage floor must be clean, in good repair and free of any markings, spikes or other blemishes. The stage floor should be of wood construction, preferably a “sprung floor”, but cannot be constructed of either poured, or slab concrete. If the Venue contains a hydraulic, or otherwise removable orchestra pit, it should be secured in a position level with the stage floor, and/or covered, and can be included in the total depth of the stage only as a portion of the apron.

FURNITURE requirements:

- Four (4) 4' x 8' platforms- 8" high- carpeted, skirted, safety taped (glow preferred), chair rails TBD
- Seven (7) black padded chairs
- Appropriate masking, legs and borders
- Black Drape hung upstage at TBD position.
- Backstage: Four (4) padded chairs (2 in each wing)
- Backstage SR: One (1) 6 ft. folding table for prop storage; four (4) chairs; one (1) full length mirror; one (1) garment rack; one (1) clip light for mirror; one (1) box of tissues; four (4) bottles of water.
- Backstage: SL One (1) 6 ft. folding table for prop storage; four (4) chairs; one (1) full length mirror; one (1) garment rack; one (1) clip light for mirror; one (1) box of tissues; four (4) bottles of water.

Platforms will be loaded and locked in prior to LATW's arrival. Ground plan arrangement of platforms will be provided in tech packet no later than 2 weeks prior to arrival. *

WARDROBE

Presenter will provide:

- One (1) washing machine and one (1) dryer, both located on premises.
- One (1) professional steaming machine
- Ironing equipment (ironing board & iron)
- Laundry supplies (detergent, fabric softener, Febreze, starch)
- Basic sewing supplies (needle, scissors, and various color thread).

DRESSING ROOMS

Presenter will provide at least two (2) clean, secured dressing rooms for seven (7) people (total) Each of the dressing rooms must be equipped with at least 2 fresh towels, box of Kleenex, make-up lights, mirrors, make-up counter/table, chairs, costume rack, hand soap, trashcan, a working sink (with hot and cold water) and toilet. LATW must have uninterrupted access to dressing rooms throughout the duration of the performance day, at least six hours prior to the performance and one (1) hour following each performance. A sanitary sleeping cot or couch should be provided in a dressing room or green room area.

GREENROOM

Presenter will provide LATW one (1) greenroom with enough seating for cast and crew, and table.

BACKSTAGE ACCESS

Presenting Organization agrees to restrict backstage access to LATW company members and guests and venue's staff and crew.

FRONT OF HOUSE

Presenter should notify Baylin Artists Management regarding front lobby display capabilities. LATW will carry a billing poster to be displayed which will be returned to LATW during load out.

HOSPITALITY

Presenter is to provide the following backstage hospitality for two (2) people during load in/tech:

- A selection of fruit juices, flavored sparkling water, and sodas (diet and regular)
- Individual bottles of drinking water
- Coffee with milk, sugar and honey
- Hot water and tea bags (including black and herbal teas)
- Fresh fruit and vegetables
- Snack options such as crackers, granola bars, cookies, yogurt, selection of chips, cheese its, etc.

Presenter will provide a catered, hot meal two (2) hours prior to performance to be served in the theater in an appropriate room. This meal should be enough food to feed the entire LATW Company of ten (10) people. No spicy foods or heavy cream sauces. A vegetarian dish must be included in addition to a regular non-vegetarian hot meal selection. Vegan meals or other special requirements must be provided upon request. Meal will be accompanied by beverages including:

- A selection of fruit juices and sodas (diet and regular)
- At least two (2) dozen individual bottles of drinking water
- Coffee with milk, sugar and honey
- Hot water and tea bags (including herbal teas)

MISCELLANEOUS:

- Please alert LATW and Baylin as soon as possible to the presence of any police or armed security backstage.
- Please inform the Technical Director of your venue's preferred preshow announcement protocol We prefer:
 - Half Hour to Curtain: House opens (LATW runs projections, lighting, and TBD music.
 - 2 min to Curtain: Places called
 - TBD: Venue contact gives SM cue to start. If you usually hold curtain, please let Stage Manager know beforehand.
 - Venue's preshow announcements (video, live, recorded, etc)
 - LATW's preshow video (2 min length)
 - LATW live announcement (< 1 min)

- Show begins

Run Time, Intermission, Late Seating policies, Talkback protocols, and strike information are TBD and will be included in future versions of this document.

For ease of load in, please have in place before LATW's arrival: platform and mic locations spiked; platforms legged and standing by for placement; platform carpeting and skirting standing by; lights hung, circuited, colored, patched and troubleshot; light cues programmed into light board (if not using ION or ION USB compatible); crossover safety lighting and backstage run lights in place; front row of audio monitors placed and cabled; FOH sound system set up (main speakers, board, etc); projector hung, tested, and VGA cable ran to SM FOH position; legs and borders hung; furniture and props standing by; backstage costume racks, tables, chairs, and mirrors standing by; Com set up and tested; Hospitality set up.

Order of load in usually begins with lighting focus with placing platforms and mics following. Meanwhile, wardrobe will do laundry and show prep. After focus, sound has the stage to set up and cable mics, while the screen is hung and projector focused. Sound is then tested.

Signature

In signing this agreement, the below parties acknowledge all parts of this agreement. Any changes to this agreement will be made only with prior consent and approval by all parties. Note that the technical director of the presenting venue is required to review and sign this technical rider.

X _____
Venue Technical Director

X _____
Local Presenting Organization

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

X _____
Authorized Signatory, L.A. Theatre Works



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