



**THE ULTIMATE CHRISTMAS SHOW (ABRIDGED)  
TECHNICAL RIDER**

PRESENTER shall provide, without cost to the Reduced Shakespeare Company (RSC), the following facilities and personnel for load-in, rehearsal, performance, and load-out. Items specified shall be in working order and available to the RSC throughout the residency and performance, the theater shall be available ten (10) hours prior to the performance and shall be reserved for the exclusive use of the RSC.

**THEATER REQUIREMENTS:**

- The theater shall be well heated (or cooled, as appropriate), lighted, clean and in good order.

**STAGE REQUIREMENTS:**

- The stage shall be clear of all obstructions, including platforms, projection screens, scenery, and any articles likely to cause impediment.
- The stage shall be constructed of wood and shall be smooth and free of splinters, nails, staples and any other items that may cause personal injury. The stage shall be painted with a flat black paint, to minimize slipping.
- The stage shall be clean – swept and mopped – prior to load in and prior to each performance.
- The play cannot be performed on cement slabs or carpeted cement slabs.
- Minimum dimensions shall be: 24 ft. x 14 ft. deep (from edge of stage or apron to RSC backdrop). The maximum depth from RSC backdrop to downstage edge of stage/apron shall not exceed 18 ft. RSC would prefer the stage masking to be set at 30-35 ft. wide and the RSC drop be hung 16 ft. from the downstage edge of the apron.
- If the theater has an orchestra pit, the orchestra pit must be raised to stage level. If an orchestra pit cannot be raised to stage level, it must be covered in such a way as to allow actors access to the audience from any point on the apron.

**MASKING:**

- A minimum of 7 ft. down stage from the back wall shall be a set of black legs or a black traveler which shall extend from the sides of the stage to 6 inches each side of the center line. Given extra stage depth, said legs or traveler shall be hung no more than 21 ft. from the downstage edge of the apron.
- The RSC drop is three separate 8 ft.W x 20 ft.H panels to be hung three (3) feet downstage of black traveler/legs, with a three (3) foot space between each piece. When hung, the panels make up a single drop that is 20 ft. high and 30 ft. wide. The panels should be hung no more than 18 ft. from the downstage edge of the stage. There is an additional banner that will be hung together with the 3-piece drop. The additional banner is approximately 30 ft. x 3 ft. and will need 30 ft. of bottom pipe for the top pipe pocket and will need to hang on a separate pipe from panels – just DS of panels pipe is preferred.
- Immediately downstage of the RSC drop, there shall be two (2) 10 foot wide legs – one hung center stage and the other stage right. These are moving pieces and will fly in on a batten on a 15 ft. tail-down pipe to stage level.
- The main house curtain may be used in the performance. Please advise the RSC whether it is flown or tracks.
- If the stage opening is wider than 30 ft., black legs will be hung on either side of the drop to sufficiently mask backstage
- If the proscenium is more than 4 ft. downstage of the RSC drop, there will be sufficient masking in the wings to allow passage in the wings without being seen by the audience.
- If the proscenium opening is higher than 18 ft., a teaser/border will be provided to mask the top of the drop. It should be hung downstage of the drop, as close to it as possible, preferably on the pipe immediately downstage.

## **LIGHTING:**

In the event that the PRESENTER'S available lighting equipment is inadequate for the production, it is agreed that minimum lighting equipment will be made available at the PRESENTER'S expense. This equipment must be available, hung, focused, gelled and in working order **prior** to the RSC's arrival. Provided adequate equipment is available, the RSC will adapt the lighting to the PRESENTER'S equipment.

- **Front Light** – A sufficient number of instruments with appropriate focal length, wattage and design to provide two (2) separate washes which will light the entire stage area with adequate front light to allow consistent coverage suitable for theatrical performance. One wash is to be gelled with Roscolux #65 (Daylight Blue) and the other with Roscolux #02 (Amber or Flesh Tone) or like. Both of these washes should provide sufficient coverage of the stage including the apron, and the bottom half of the RSC backdrop.
- **Side Light** – Two (2) full stage washes from box booms and/or high sides to provide two separately controlled washes of side light. One wash is to be gelled with Roscolux #365 (Tharon Delft Blue) and the other with Roscolux #37 (pale rose pink) or like. Both of these washes should provide sufficient coverage of the stage.
- **Back/Down Light** – Two (2) full stage washes from an onstage or overhead electric to provide two separately controlled washes of top/back light. One wash is to be gelled with Roscolux #14 (Medium Straw), and the other to be gelled with Roscolux #82 (Surprise Blue) or like. Par-cans or Fresnels preferred.
- **3 Pools** – Six (6) instruments, with sufficient focal length and wattage to create three (3) separate pools of light (2 instruments each), each six feet the widest horizontal diameter, to be hung from FOH or the first beam, from as straight on as possible (SR, CS, SL), at approx. a 45 degree angle to the stage and focused in such a way that the down stage edge of the pools lie five (5) feet from the edge of the stage. The three (3) pools do not overlap but almost meet (about 8 inches apart) at their widest diameter. These are to have no gel and must be controlled separately. If the pools cannot be five (5) feet from the downstage edge of the stage, they should be as central as possible without spilling on the drop. Irises are preferred on these units.
- **Tree Special** – Two (2) instruments with appropriate focal length, wattage and design, one to be placed house right and one center house left on the FOH position, so as to create a pool of light downstage left and should be N/C (possibly with a frost).
- **Drop Units** – At least three (3) instruments with appropriate focal length, wattage and design to be placed FOH, one left, center, and right to light the RSC drop from floor to ceiling without casting shadows of the actors on the drop. (a Balcony rail is IDEAL for these instruments). The instruments shall be gelled with diffusion. These instruments must be sufficient to light the banner as well.
- **Door Units** – Four (4) instruments with appropriate focal length, wattage and design to be used to light someone standing in each doorway of the drop. Two (2) will come from the front (1 per doorway), and two (2) from the top (1 per doorway). The units which come from the top should be hung upstage of the drop, between the drop and the black masking, lighting someone who would be standing in the doorway, upstage of the drop. These can be patched so that the instruments in the same doorway are together. These units are to be gelled with Lee 201.
- **Heavenly Light** – One (1) instrument – Fresnel works well for this – to be hung about 7 ft. from the floor on a boom in the SR wing. This light should have no gel.
- **Nutzy special** – One (1) instrument (ellipsoidal with shutters) FOH – center house left from low angle (balcony rail ideal) Rosco #364 gel.
- **Fireplace special** – One (1) instrument FOH of 1<sup>st</sup> Elec. (ellipsoidal with shutters) – anywhere around center Rosco #318 gel.
- **Banner lights** – Two (2) instruments (ellipsoidal with shutters) FOH – low angle probably better – need to cover entire width of banner at top of drops (approx. 30 ft. x 3 ft). No gel
- **Pink FOH color wash** – several instruments for color wash to cover most of the stage
- **Running Lights** – Either four (4) fresnels or strip lights to be placed or focused directly up stage of the black traveler, circuited on a non-dim or parked at an on level, gelled with Roscolux #82 (Deep Blue) or like, to be used as work light above the prop tables. This light is to remain on at all times during the performance and shall cover the entire back stage area. In addition, the theater shall be equipped with a minimum of two (2) blue clip lights, down stage left and right, to be used as work lights for the prop tables.
- **Christmas tree lights** – the company will need to plug in Christmas tree lights, lighting hanging from bottom of banner and will also need to coordinate with TD about where they can hang other Christmas light strands & garland. Along the front edge of the stage and proscenium is ideal.

- **Lighting Control** – A computer lighting board with enough channels to control each cue and the specials separately
- Dimmer packs with adequate kilowatt capacity to control each cue separately
- All the appropriate circuitry cable, top-hats, shutters, barn doors, gels and all other standard accessories.

### **SOUND:**

The PRESENTER shall provide a sound system as follows:

- In houses over **300** seats: Sufficient microphones, amplifiers and loud speakers to reinforce the spoken work from the entire on-stage area. **Body microphones are not acceptable.** PCC's are preferred and should be set up on the downstage edge of the stage or apron, with padding under to minimize foot noise. Chorus mics hung directly above the playing area are an option, but floor mics are preferred. Onstage monitors are not necessary.
- All houses: An intercom system with enough stations to service the stage manager, light operator, sound operator, fly man, and up-stage center behind the RSC's drop. Once headset station must extend into the house for light and sound level setting at time of load-in.
- All houses: a cabled handheld microphone with stand. The cabled mic should be placed back stage up center.
- All houses: adequate sound board, cables, amps and loud speakers to cover the entire audience. RSC will provide the show sound in 1 of two possible formats:
  - 1) on a Company laptop computer (1/8" mini to 1/4" into house system).
  - 2) CD, when using CD will require that venue provide 2 CD players at least 1 of those of show grade and equipped with Auto-pause.

### **PROP REQUIREMENTS:**

The PRESENTER shall provide:

- Six (6) 8-foot tables to be used back stage.
- One (1) 6-foot table to be used on stage
- Three (3) chairs to be set backstage for the actors' use
- Stairs from the stage to the house floor both SL and SR with access to all aisles
- One (1) steamer – Mandatory – Industrial tank style
- Sixty (60) hangers on a rolling costume rack
- One (1) additional rolling costume rack to be used on stage
- Three (3) gallons of room temperature bottled spring water per performance.
- Three (3) 8 ft pieces of bottom pipe to secure RSC drop
- Two (2) feet of glow tape
- Three (3) bath towels
- Three (3) hand towels
- White spike or gaffers tape and black gaffers tape
- Copy machine access for documents used in the show, not to exceed a total of 20 copies (RSC will provide the masters)
- Two (2) laundry baskets or similarly sized cardboard boxes
- One (1) "Little Blizzard" or similar snow machine. This machine must be able to distribute snow across the width of the stage.
- Access to laundry facility for the entire time company is on site at theater.

### **CREW:**

A theatrically knowledgeable crew, with a designated supervisor present at all times, (including load-in, performances and load-out) is to be available in the numbers, and at the times listed below. Crew shall include a person authorized and able to clear a parking space at the loading dock. If required by local unions, PRESENTER shall be responsible for satisfying minimum requirements.

### **LOAD-IN & TECHNICAL REHEARSAL AND PERFORMANCE:**

Load-in is to occur ten (10) hours prior to the performance. PRESENTER will provide six (6) persons to unload, to set up scenery, to focus (lighting instruments must be pre-hung, pre-focused and pre-gelled prior to RSC arrival 10 hours prior to the performance), to set light levels, to set sound levels and a technical rehearsal. The crew used for load-in should also be the crew for the performance.

For load out, presenter will provide four (4) crew members to load the vehicle and help pack the trunks. These can be the same crew who were called for the running of the show. There are typically 5-6 trunks weighing 65-75 lbs each. One of the four (4) crew members for the show will have keys for access to all performing and dressing areas.

**LOAD-OUT:**

Load-out will take approximately one (1) hour. PRESENTER will provide 4 crew members to load the vehicle and help pack the trucks. These can be the same crew who were called for the running of the show.

<u>Green Trunk dimensions</u>	<u>approximate weight in lbs</u>
1. 33w x 17d x 15h (w/ wheels)	70 lbs
2. 33w x 17d x 15h	65 lbs
3. 33w x 17d x 15h	65 lbs
4. 33w x 17d x 15d	65 lbs
5. 33w x 17d x 15d	65 lbs
6. 28w x 12d x 24d	40 lbs (merch suitcase)

Crew should be comprised of:

	<b>Company Load In / Tech (10 hours prior to curtain)</b>	<b>Show Call &amp; Load Out (1.5 hours prior to curtain &amp; 1 hour after performance)</b>
<b>Electricians</b>	3	1 (light board op - can be one of the stage electricians)
<b>Stage carpenter/flyman</b>	1	1
<b>Sound</b>	1 (sound engineer)	1 (sound operator – can also be sound engineer)
<b>Prop/Wardrobe Assistant</b>	1 (very important this is the <u>same person</u> throughout load-in, performance and load-out)	1 (very important this is the <u>same person</u> throughout load-in, performance and load-out)
<b>TOTAL</b>	<b>6</b>	<b>4</b>

*\*Above times are approximate. Final schedule to be confirmed with Baylin Artists Management prior to performance.*

**ARTIST RIDER**

**HOTEL ACCOMMODATIONS:**

If hotel accommodations are being provided by the presenting organization, the artist requires five (5) non-smoking rooms with in-room internet access in a mid to high quality hotel such as a Marriott, Hilton, Holiday Inn, Days Inn, Best Western, etc. No motels or motor lodges. Hotels should have rooms off interior halls (no rooms opening to parking lots or swimming pools). Hotel should also have free wi-fi access. It is preferable that the hotel be in close proximity to the performance venue if possible.

*\*Note: College Housing and Private Home accommodations are not acceptable.*

**GROUND TRANSPORTATION REQUIREMENTS:**

If arriving by air, artist will require one of the following for transportation from the airport to the hotel and from hotel to venue for all performances, rehearsals, residency activities, load-in, etc:

- Vehicles to accommodate a five (five) people plus their luggage, such as one (1) mini-van and one (1) sedan
- Reimbursement for Artists’ to rent one (1) mini-van and one (1) sedan

*\*Presenter will be contacted approximately 30-45 days prior to performance date to discuss transportation details or a rental reimbursement option. All arrangements must be finalized no later than **one (1) week** from artists’ arrival date.*

Please list the airports to which you are able to supply transportation and also list the approximate distance and time from airport to venue.

Airport	Distance/Time
_____	_____
_____	_____

**PARKING REQUIREMENTS:**

PRESENTER shall provide parking at all times for one (1) standard mini-van and one (1) standard sedan. PRESENTER shall arrange, in advance, any necessary permits for access throughout the residency and performances.

**SHIPPING ADDRESS:**

\_\_\_\_\_

Attn: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HOSPITALITY:**

PRESENTER shall provide hospitality for five (5) people. All hospitality MUST be provided in the theater. This is non-negotiable.

Load-in: PRESENTER to provide a fruit tray, coffee and tea, real milk, unsweetened iced tea, assorted soft drinks (both diet and regular) and soda water.

Hot meal: PRESENTER shall provide a hot meal exactly two and a half (2 ½) hours prior to curtain. If there are two performances on a single day, PRESENTER shall provide a hot meal exactly two and a half (2 ½) hours before the first curtain and then immediately following the close of the first performance. Meal contents are up to the discretion of the PRESENTER with the following provisions:

- On Monday, Wednesday or Friday the meal should be either Chinese or Italian
- On Tuesday, Thursday, Saturday or Sunday the main course should be either beef or chicken
- No fast foods
- No mushrooms
- All meals shall be nutritionally balanced and contain no MSG.
- Any deviation from these provisions must be cleared by the RSC Company manager, seven (7) days prior to the performance.
- A buy-out is not an option for the hot meal.

**DRESSING ROOMS:**

The dressing room shall have space for three persons, properly lit and equipped, in accordance with the Safe and Sanitary Regulations following which Regulations shall form part of this agreement.

- Safe and sanitary regulations:
  - a) Dressing rooms shall be a permanent type. Each actor shall be provided sufficient and suitable dressing table space. All dressing rooms shall have adequate lights, mirrors, shelves and hooks for actors' belongings and dressing equipment.
  - b) All dressing rooms shall be swept and cleaned before the company's arrival and all mirrors and Dressing tables shall be thoroughly cleaned.
  - c) There shall be a fire extinguisher accessible to each dressing room.
  - d) Dressing rooms shall be equipped with a lockable storage area for the RSC's valuables. The PRESENTER shall provide adequate security for the dressing rooms so as to insure against theft.

- e) All dressing rooms shall be equipped with air-conditioning systems, air-cooling systems or some similar type of mechanical device to ensure proper ventilation and the circulation of fresh, cool air.
- f) The PRESENTER agrees to provide heat if the outside temperature falls below 60 degrees and air conditioning if the temperature exceeds 78 degrees.
- g) Alleys and doors leading to the stage doors of the theater shall be accessible and properly lit. Runways between dressing rooms and the theater shall be covered and paved or boarded.
- h) Dressing room entrances and windows shall be properly masked from the view of the audience to ensure the actors' privacy.
- i) The PRESENTER will provide soap, toilet tissue, paper towels and 3 bath towels. Toilets and showers shall be clean and sanitary and will be separate facilities from those provided for the audience.
- j) Sinks and showers with hot and cold running water shall be available in or reasonably convenient to the dressing rooms. "Reasonably convenient to" shall mean within the same building and in the dressing room area.
- k) Any walkway between the dressing room and the toilet facilities shall be masked from the view of the audience.
- l) All areas of the theater must be equipped for air circulation, heating, safety, safe access and proper lighting, including exit lights.

**MAINTENANCE:**

PRESENTER shall make available, upon request, shop space and laundry facilities, if such exist under his/her control, for the maintenance of sets, props and costumes.

**CONCESSIONS:**

The RSC sells scripts, DVDs, CDs and hardcover books before, during intermission, and after the performance. Presenting Organization will provide one (1) table in lobby, two (2) volunteers to sell and start up change. Please indicate the merchandise commission split for providing this service for RSC \_\_\_\_\_.

**RUNTIME:**

Act 1 is 45 minutes.  
 Intermission is 15 minutes.  
 Act 2 is 50 minutes.

**PUBLICITY:**

**BILLING:**

The Reduced Shakespeare Company®  
 In  
*The Ultimate Christmas Show (abridged)*  
 Written and Directed by Reed Martin & Austin Tichenor

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

X \_\_\_\_\_  
 Jane Martin  
 Reduced Shakespeare Company

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