

Mermaid Theatre of Nova Scotia's
"The Very Hungry Caterpillar and Other Eric Carle Favourites"
Technical/ Hospitality Requirements 2010/2011 (Nov 2 09)

COMPANY

- Cast of two performers and one stage manager. (Three in total)

RUNNING TIME

- One hour performance (including question and answer period)
- Start times: Because of their tight travel schedule, the company would appreciate close adherence to the start times. If the performance is late in commencing, it is possible that the Question and Answer period may need to be curtailed. This will be at the stage managers discretion.

ACCESS

- Mermaid's stage manager will email/telephone in advance of the engagement to confirm the company's arrival time, technical requirements, and answer any questions.
- We require a minimum total of 4 persons for load in/out and set up. Breakdown of the 4 persons is as follows: 1 Lights, 1 Sound, and 2 others to assist with setup of puppets and curtain units. **Please note:** only lighting tech and sound tech are needed for the running of the show. Stage area, loading doors and dressing rooms need to be cleared to allow the company to set up immediately upon arrival.
- Stage should be swept.
- No food or beverages should be permitted in the theatre.
- Cameras and video cameras are prohibited during the performance.
- Set-up: 90 minutes plus 1\2 hour house. Strike: up to 90 minutes.

HOSPITALITY

- Plenty of bottled water and coffee should be made available.
- The presenter is to supply a light lunch (i.e. veggie/fruit platter, soup, sandwiches)
- The payment cheque, house counts and any relevant publicity materials (posters, programs, press releases etc.) must be made available to the stage manager before the Company's departure.
- For school performances, a number of evaluations will be handed out to teachers. These will be provided upon the Company's arrival.

PHYSICAL REQUIREMENTS

- **Minimum dimensions of stage - 35' wide x 30' deep x 14' high.** These dimensions refer to an unimpeded space, free of hanging lights or heating ducts.
- A darkened auditorium is necessary and a black stage floor preferred.
- Two dressing rooms for three people, the rooms should have mirrors, chairs, tables and lights. They should be clean, lockable and ready for the company upon arrival and up to 90 minutes afterward.
- Toilets and sinks, with paper towels and soap, must be in close proximity.
- 2 standard stage weights or sand bags.
- Set: Mermaid travels with a self-supporting, freestanding set consisting of three small curtain units.
- House masking to be provided by venue: Legs and borders, preferably black. No more than a 30' opening (please have hung prior to the company's arrival). Stage manager will confirm masking specifications by phone prior to engagement.
- Availability of a small table (4-6ft)

ELECTRICAL / LIGHTING

- The company requires five 15 amp Edison (u-ground) circuits for its own equipment.
- We travel with two single fluorescent units, four double fluorescent fixtures and two Altman 705's. The Altmans will need to be hung. Location to be determined by the Stage Manager.

The Altmans and fluorescents are controlled by the Stage Manager from the stage right wing area. Neither is patched into the house dimmers.

- The company requests the venue have a general lighting wash available for the curtain call and question and answer session.
- The company requires the service of one professional lighting technician to operate the venue's lighting.
- Mermaid will provide running lights stage right, left and upstage.

SOUND

- The company will use the house sound system and requires the service of one professional sound technician to operate the venue's sound.
- We will provide a minidisk player with stereo XLR outputs, which will be operated by the stage manager from the stage right wing.
- We require a microphone (wireless preferred) off stage right for pre-show announcements and the post show Q and A.
- Speakers: The playback will be run through the front of the house speakers. Two monitors should be placed in either corner of the stage front
- **It is important that all sound be set up and operational before the company arrives.**

COMPLIMENTARY TICKETS

- Please note that the company's request for complimentary tickets is covered under the terms of our contract and will not normally be waived. The Theatre will be prepared to release these seats upon request two week prior to the engagement.

MEET AND GREET

- The company will be please to accept requests to "meet and greet" special guests. Should this activity be scheduled following a final performance, it will be essential to have extra crew on hand to facilitate a prompt load-out following the event.

SIGNING

- The company should be notified in advance if sign language interpreters are to participate. Signers should be located off the edge of the stage, audience left or right and dimly lit with an isolated "special" blue gel. It is highly effective when the signer wears all black and a pair of white gloves.

IMPORTANT

- In the interest of safety we would appreciate having the audience away from the performance and working area as our equipment and set pieces are fragile. However, with advance notice supervised visitors are most welcome at the close of the show.

FOR MORE INFORMATION

- We can be reached by fax 902.798.3311, by telephone 902.798.5841 or by email puppets@mermaidtheatre.ns.ca.
- **If your venue doesn't meet technical requirement specifications please email Lisa Gleave – lisagleave@mermaidtheatre.ns.ca**

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Signatures