

Mermaid Theatre of Nova Scotia
Guess How Much I Love You & I Love My Little Storybook
Technical and Hospitality Requirements 2012/2013 (Aug 2011)

COMPANY: Cast of two performers, and one stage manager (3 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 start times. If the performance is late in commencing, it is possible that the Question and Answer period may need to be cancelled or curtailed. This will be at the stage manager's discretion.

ACCESS:

- Mermaid's stage manager will telephone in advance of the engagement to confirm the company's arrival time and to answer any questions.
- We require a minimum of four persons for load in/out and set up/strike. Breakdown of the 4 persons is as follows: 1 professional lighting technician, 1 professional sound technician, and 2 stage hands to assist with setup of curtain units, screen, and puppets. Please note: only lighting and sound tech will be required 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 and up to 90 minutes after the performance.
- Stage should be swept and mopped before the company arrives.
- No food or beverages should be permitted in the theatre.
- Set up: **2 hours** plus 1/2 hour house.
- Strike: up to 1.5 hours.
- We require advance notice of any striking and resetting when our set is in place over-night.

PHYSICAL REQUIREMENTS:

- Please send your theatre's technical specifications and the venue technical contact's name and email address to puppets@mermaidtheatre.ns.ca
- **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.
- 10 standard stage weights or sandbags.
- Set: Mermaid travels with a self-supporting, freestanding set.
- House masking to be provided by venue: Legs, travelers, and borders, preferably black with no more than a 24' proscenium opening. Pipe and drape will also be acceptable. Please have hung prior to the company's arrival. Stage Manager will confirm masking specifications prior to engagement date.

ELECTRICAL/LIGHTING:

- The company requires a small lighting plot with a minimum of one complete stage wash (warm). A lighting plot for your theatre will be provided.
- Please provide running lights stage right, left and upstage of the traveler.
- The company requires the service of one professional lighting technician to operate the venue's lighting.
- The company will travel with 75-watt birdies on strips, to be hung on the set, which will need to be incorporated into the venues dimmers.
- The company travels with 4 double, front of stage blacklight floor fixtures. No dimmable channels are required.
- Minimum of 6 lekos fixtures (dimable)
- Minimum of 4 flood/spot fixtures (dimable).

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SOUND:

- The company will use the house sound system, and requires the service of one professional sound technician to operate the venue's sound during set up and performance.
- We will provide a DVD player with stereo XLR outputs to be patched into the house system.
- Both sound and video will be run from our DVD player backstage
- We require a microphone (wireless if available) to be used off stage for a pre-show announcement and on stage for the post show question and answer session.
- The playback will be run through the front of house speakers. Two monitors are required for the performers and 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.
- During set up and performances the sound technician will take direction from the company's stage manager, in keeping with the venue's existing sound policies.
- The company's stage manager requires wireless clearcom backstage. The company travels with walkie-talkies for use in venues without a wireless communication system.

If your venue doesn't meet technical requirement specifications please contact puppets@mermaidtheatre.ns.ca.

HOSPITALITY:

- Plenty of bottled water (or a potable water source) and coffee/tea should be made available upon load in and throughout the day
- Two dressing rooms for three people, the rooms should have mirrors, chairs, tables and lights. They should be clean, well lit, lockable and ready for the company upon arrival and up to one hour afterward.
- Toilets and sinks, with paper towels and soap, must be in close proximity.
- The presenter agrees to supply a light lunch (i.e. veggie/fruit platter, soup, sandwiches). Vegetarian options would be appreciated.
- The payment cheque (made out to Mermaid Theatre of Nova Scotia), 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.
- Accommodations; (when applicable, per Agreement) Artist may request up to 3 single hotel rooms of 3-star quality or better, within 20 mile radius of venue. Engager agrees to advance hotel details to the Company directly, no less than 3 months prior to performance date.
- For school performances, a number of evaluations will be handed out to teachers. These will be provided upon the Company's arrival.

VIDEO: The company travels with a video projector and free-standing rear projection screen.

SIGN LANGUAGE INTERPRETER: The company should be notified in advance if sign language interpreters are to participate. They should be located house right or house left and dimly lit by an isolated special dark blue gel.

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 pleased 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. Please contact the stage manager in advance if a meet and greet is requested.

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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, post show supervised visitors are most welcome with prior notice. Cameras and video cameras are prohibited during the performance, but are permitted during the Q & A.

FOR MORE INFORMATION:

We can be reached by telephone 902.798.5841 or by email: puppets@mermaidtheatre.ns.ca Our website is mermaidtheatre.ns.ca If your venue doesn't meet technical requirement specifications please contact puppets@mermaidtheatre.ns.ca.

Understood & Agreed to by:

Presenter

Mermaid Theatre of Nova Scotia

Date

Date

Initials: _____