

# TROUPE AMERICA INC.

Theatrical Productions, Road Shows, Convention Entertainment

## **MIRACLE ON 34TH STREET 2012 PRELIMINARY TECHNICAL RIDER**

NOTE: This is the **PRELIMINARY TECHNICAL RIDER** for the 2012 National Tour of **MIRACLE ON 34TH STREET**, and is considered to be a part of the performance contract. Changes to this Preliminary Rider will be addressed in a Final Rider in advance of the commencement of the tour.

If you or your Technical Director have concerns or questions, please feel free to call us and we can discuss any necessary changes. Although certain standards must be met, we can adapt to many situations if we know of the limitations in advance.

It is understood and agreed that the requirements delineated below are to be provided by the PRESENTER at no expense to the PRODUCER. If you are unable to comply with any of the following requirements, please notify us immediately. **Crossing out or deleting any word, phrase, paragraph or clause will not relieve the PRESENTER from performing its obligations as originally stated in this Technical Rider. Changes, if any, must be made by rider or addendum only and with prior approval of the PRODUCER.**

### **ARRIVAL:**

The road crew will arrive via a 45' motor coach prior to the load-in. The scenery, sound, costumes, and props will arrive via a 53 tractor/trailer, at this time also. The company must have access to both vehicles at all times during each performance day. Please see that your loading area is completely free of all obstructions, and that a clear 10 foot (10') wide path exists to the stage area. The loading area must be completely clear of all vehicles, debris, ice, snow, etc. and ready to easily receive the truck. Please check with local police and/or security services regarding access to the loading area and provide all parking permits, barricades, cones, etc. necessary to guarantee plenty of space in which to maneuver the truck.

The Cast and Orchestra will arrive via a 47 passenger charter motor coach, approximately 2 hours before the performance. For all performance days we request that the vehicles be allowed to remain at the load-in area for the entire day. If this is not possible, please arrange for parking and security for all three vehicles as close as possible to the stage door.

**Shore Power:** (where available) Shore power is requested for the crew coach. A minimum of 50 amps single phase 4 wire is required. The tie in of the coach is in addition to the tie ins list under the ELECTRICS portion of the rider. If shore power is not available, PRESENTER must provide a parking location as close to the stage door as possible where the bus generator can run without affecting the buildings HVAC

### **LOAD-IN and OUT:**

**MIRACLE ON 34TH STREET** takes approximately 8 hours to load-in, set up, focus and cue. The load-out takes approximately 2 hours after the final performance. PLEASE NOTE: The estimates of "IN" and "OUT" may vary with local house conditions. Exact load-in times will be scheduled by our Production Manager approximately three weeks before the scheduled performance.

### **ROAD STAFF:**

The production company travels with (1) Production Stage Manager, (1) Assistant Stage Manager/Properties, (1) Technical Director (1) Master Electrician, (1) Wardrobe Supervisor, (1) Sound Engineer, and (2) Interns each managing their own department. Their function is to coordinate, oversee and instruct the local crew and to assure an efficient load-in, out, and running of the show. **Members of our road crew are not to be used to supplement or take the place of the crew requirements listed in the Labor Call section!**

The Production Manager will be in contact with the House Carpenter and/or Technical Director by telephone in advance of the performance to schedule load-in and verify crew needs for the performance day(s).

Hennepin Center For The Arts • 528 Hennepin Avenue, Suite 206 • Minneapolis, MN 55403

(612) 333-3302 • FAX (612) 333-4337 • [www.troupeamerica.com](http://www.troupeamerica.com) • Page 1 of 8

Rev.2/21/12 NoNB

**LABOR CALL:**

**MIRACLE ON 34TH STREET is NOT a Yellow Card Attraction.** As such, all local labor must be provided by the local PRESENTER or the PRESENTER'S designated staff, after consultation with our Company and Production Managers.

**The crew numbers below are for venues with good loading access and counterweight fly systems. If venue requires two (2) crew on the loading rail, or if the fly system is hemp, one (1) additional fly person will be required. Additional crew will also be required for venues with difficult load-in and load-out situations.**

All staffing shall be in accordance with the labor calls listed below:

**Please Note:** The labor call of this show is broken down into two 4 hour work segments plus a 1 hour meal break. Please inform the Production Manager in the event local rules require different lengths of work periods and meal breaks.

The labor call is based on the premise that all able-bodied stagehands who have professional expertise can and will assist from one department to another as the need arises during load-in and load-out. ANY STAGE HANDS SHOWING UP FOR WORK OR SHOW CALLS SHOWING ANY SIGNS OF INTOXICATION OR SUBSTANCE ABUSE WILL BE DISMISSED ON THE SPOT AND REPLACEMENTS MUST BE HIRED IMMEDIATELY AT PRESENTER'S EXPENSE.

<b><u>CREW CALLS:</u></b>	<b>LOAD-IN</b>	<b>SHOW CALL</b>	<b>LOAD-OUT</b>
Carpenters	6	2	6
High Rigger (4 Hr Call)	1	0	1
Low Rigger (4 Hr Call)	1	0	1
Flys*	1	2	1
Properties	1	1	1
Electricians	3	2**	3
Sound	1	1	1
Wardrobe	2	2	2
Runner	1	0	1
Loaders***	4	0	4
Totals	17+Loaders	10	17+Loaders

\* This person may be cut from this load-in and load-out if Carpentry crew is allowed to operate fly's. If more than 1 stagehand is required on the rail (ie: Hemp or double purchase lines), please add one additional carpenter to the load-in and out crew.

\*\* Consists of 2 Followspot Operators. If house lights are not controlled near the lighting console location an additional crew member will be needed for this function.

\*\*\* If the local crew is permitted to load or unload the truck, these four (4) persons may be deleted from the load-in and load-out calls.

**Please Note:** THE ABOVE NUMBERS ARE SUBJECT TO CHANGE DUE TO LOCAL CONDITIONS. These are the minimum requirements for this production and all crew members called for the load-in, load-out and performances of the production must be qualified in their department and be prompt for the starting times of all calls. ALL STAGE HANDS EMPLOYED ON THIS PRODUCTION ARE EXPECTED TO BRING BASIC TOOLS ASSOCIATED TO THEIR DEPARTMENTS (i.e., Hammer, Pliers, Screwdrivers or "Multitool", crescent wrench).

It is extremely important that the agreed upon crew be present for all load-in and out calls. The Company Manager has the authority to cancel the performance should the required crew not be available to load-in the production at the agreed upon time. In such event, the local PRESENTER will still be required to pay the performance fee. If local crew requirements are not met, the PRODUCER'S Production Manager reserves the right to hire additional crew at the local PRESENTER'S expense as required by the Technical Rider.

**NOTE: THE TRUCKS WILL NOT BE UNLOADED UNTIL THE FULL LOAD-IN CREW IS PRESENT.**

**All Local backstage running crew must wear black clothing during the performance.**

**RUNNER: (This requirement is not negotiable and cannot be struck from this rider.)**

A local "runner" with a vehicle must be provided by the PRESENTER during the entire time the Production Company is booked into the venue. This individual must have a valid driver's license, a vehicle in safe and clean condition, capable of holding at least 4 passengers in addition to the driver and have knowledge of the local area.

**STAGE REQUIREMENTS:**

MINIMUM LOADING DOOR SIZE	8' x 8' or 6' x 10'
MINIMUM PROSCENIUM OPENING	36' x 18' high
MINIMUM HIGH PIPE TRIM	48' Floor to Pipe
MINIMUM STAGE DEPTH	27' measured from Curtain line to last hang position
CROSSOVER	Crossover space upstage or below stage is required
ORCHESTRA PIT	Minimum 8' x 14'
MINIMUM BACKSTAGE CLEARANCE	12' Off Left and 12' Off Right of proscenium
WORKING LINESETS	4 Electrics 7 Scenery 1 Snow
HOUSE CURTAIN	Traveler or Guillotine style acceptable
CYCLORAMA	Tour Company Provided
MASKING	1 Border for each Electric 3 Sets Legs

**Counter Weight:** Much of the scenery in *MIRACLE ON 34TH STREET* is freestanding and self contained. We will need access to house stage weights and/or sandbags for weighting scenery jacks and truss plates. If unavailable, Please notify touring company so we can discuss alternatives.

**Important Note:** Total Weight requirement is approximately 1200 lbs. Please have weights on dollies on the stage floor prior to the company's arrival. It is very important that we not waste any time during the load-in retrieving weights from the weight rail. Each side unit will require 600 lbs. each.

**Stage Floor:** A clean, unsplintered wood floor is required. For the safety of the cast, stages with wavy or buckled surfaces are NOT acceptable and must be covered with masonite or other product. The floor will be covered with a Marley type dance floor provided by the tour company. The stage must be swept and damp mopped with a clean mop and water prior to the start of load-in and prior to each performance. The backstage and pit areas must be cleaned and cleared of all unnecessary equipment.

**Back Wall:** The Back wall of your theatre must be clear of all storage. We will need to store scenery against the back wall prior to assembly.

**Please Note:** For venues which are unable to accommodate the above specifications, the technical aspect of the show will be adapted by the company's production staff in order to provide for the best performance possible. NO MODIFICATIONS will be made to the show which will be detrimental to the safety of the cast and crew and to the structural integrity of the scenery. All adaptations are solely at the discretion of our technical staff who will keep the production's best interests in mind at all times.

**CARPENTRY:**

Stage must be free of all obstructions, and hanging goods other than those mentioned in the Stage Requirements. The scenery for this show consists of three stationary units, each with a rolling wagon, assorted rolling set pieces, one ground row, and one backdrop. A soft-goods hang-list will accompany the lighting plot.

**Dollies and Hand Truck:** The local venue shall provide (2) four wheel dollies, and (1) Hand Truck.

### **ELECTRICS:**

**MIRACLE ON 34TH STREET** will use the house lighting system operated by our technician via our lighting console. A DMX512 input must be available to tie our console into your system. If no DMX is available the PRESENTER must provide a DMX interface or a lighting console in addition to the lighting system. If a system is not available, the PRESENTER must provide one. The "A" Plot consists of approximately 32 instruments in the front-of-house positions, and 60 instruments onstage plus Cyc lighting. The "B" Plot consists of approximately 30 instruments in the front of house position, and 40 instruments onstage plus Cyc lighting. The "C" Plot consists of approximately 22 instruments in the front of house position, and 28 instruments onstage plus Cyc lighting. The onstage lighting consists of 4 electrics. The "fourth" electric will be for backdrop lighting, this may also be accomplished via the third electric if your house is equipped with only three electrics.

**NOTE:** The appropriate Lighting Plot **must be hung, circuited, patched, rough focused, and colored prior to our road crew's arrival.**

**208 Power:** The production will require three (3) single phase, four wire (208 Volt) power feeds with a minimum of 60 amps of available power each (1 for Sound, 1 for Lights, and 1 for the Crew bus). If a qualified electrician who is familiar with the venues electrical system is not included in your load-in crew, one must be provided. This person must be available at the beginning of load-in and near the completion of load-out to tie in and drop.

**\*Sound and Lighting tie-in is critical. Crew bus tie-in is used when available.**

**Followspots:** The PRESENTER shall provide two (2) followspots. They should be Super Troupers or units of equivalent and sufficient candlepower for your space. Headset communications between the Stage Manager, Light Board Operator and both Followspot Operators is also required. Followspots must have working dowsers or be dimmable.

**Please Note:** The PRESENTER must provide two (2) Followspot Operators as part of the local crew call as specified under the LABOR section of this Technical Rider. These operators MUST be experienced in the operation of the house follow spots and must be able to run all performances if more than one performance is scheduled. No substitutions may be made without the prior approval of the Company's Production Manager.

### **SPECIAL EFFECTS:**

**Haze:** **MIRACLE ON 34TH STREET** will use a mineral based Haze. Venues with sensitive photo electric smoke alarms will need to contact their Fire Marshall in advance of the first performance as the alarms may need to be disabled during the performance(s). Smoke alarm tests will be performed prior to the first curtain by our Technical Director.

### **LADDERS:**

**Lighting:** The PRESENTER must have on hand at time of load-in One (1) A frame ladder or personal lift (Genie type), or a combination of both, which will reach the electrics when at trim position of approx. 22'.

### **SOUND:**

The production company carries a complete sound system including a mixing console and all microphones needed. The sound console will be operated by our Sound Engineer. If it is advantageous for the production in a particular venue, the Sound Engineer will tie into the venue's sound system via a line feed and use it in addition to our sound system. The Sound Engineer requires an area 6 feet deep by 12 feet wide for the mix position which should be near the center at the rear of the first set of orchestra seating. The mix position must not be located underneath a deep balcony. This location can be in an aisle, or where seats have been removed. The PRESENTER shall provide one 8' table or one 3/4" 4x8 plywood sheet to lay over seats at the sound position prior to the crew's arrival. If seats must be removed or the area needs to be leveled in some way, this should happen in advance of the load-in.

**Please Note:** This show is a mix of acoustic and amplified vocals plus an orchestra. The show must be mixed from the house. A closed room or room with a window is not acceptable and will be detrimental to the overall quality of the performance. **NOTE:** If our Sound Engineer has to mix the show from a closed room or under a deep balcony, the PRODUCER shall not be held liable for the sound quality of the PRODUCTION.

**Sound Power:** (See listing in Electrics section)

**Headset Communications:** Eight (8) headsets are needed for communication between the Stage Manager, the Light Board Operator, the two Follow Spot Operators, backstage right, backstage left, the orchestra Pit and the Sound Engineer. HEADSET COMMUNICATION BETWEEN THESE STATIONS IS INTEGRAL TO THE QUALITY OF SHOW. The Presenter is required to provide these headsets which must be either Clearcom, Telex or equivalent quality (Maxon or Radio Shack wireless are NOT Acceptable).

**ORCHESTRA:**

The Local Venue shall provide three (3) good quality straight backed chairs in the orchestra pit, plus one (1) 20 amp circuit for the stand lights. The PRESENTER shall provide four (4) professional quality music stands and four (4) professional quality music stand lights. The orchestra instrumentation is self contained, and does NOT require a piano in the pit. (See "Stage Requirements for Pit size minimums)

**PROPERTIES:**

**Tables and Lights:** No tables are required backstage. The production carries all necessary storage items. Please be sure the stage is free of any tables or obstructions. The cross over should also be equipped with "running" lights for visibility if located upstage.

**Brooms and Mops:** Push brooms and mops with buckets must be available. The stage floor must be dust mopped and wet mopped with clean water prior to each performance at the PRESENTER'S expense.

**WARDROBE:**

The wardrobe needs to be located in a large room with a sink\* if at all possible.

\*If a slop sink is all that is available for the wardrobe and wig department's use, it must be thoroughly cleaned and designated for use only by the Company during their stay in the venue. It may not be used for floor mops, rags, etc. while the Company is on the premises.

The Local Venue shall provide the following items for the wardrobe department:

- 4-Rolling racks.
- Wardrobe racks in each dressing room.
- 1- 8' work table in the wardrobe room.
- 1-Ironing board with heavy duty steam iron.
- 1-Industrial steamer (if available).
- 1 Washer (non-coin operated)
- 1 Dryer

If your facility has laundry facilities on site, please indicate this in our production's technical questionnaire or indicate such in the venue's technical packet. These laundry facilities must be in good running order and prepared for the tech crew's arrival. Our Wardrobe Supervisor will contact you in advance they have any other special needs for your load-in.

Please provide information regarding dry cleaning establishments with quick service in the area that will pick up and deliver.

**Hair And Wigs:** The hair and wig department is self contained. However if one of the wardrobe assistants has wig and hair experience, he or she may be asked to assist in the hair and wig maintenance.

**DRESSING ROOMS:** All dressing rooms must be cleaned (including all floors, make-up tables, mirrors, sinks and bathrooms) prior to the START of the load-in and maintained daily throughout the run of the show with an adequate supply of soap, paper towels and toilet paper available. These rooms must be well lit and all burned out light bulbs must be replaced as necessary. They must have hot and cold running water, wardrobe racks, etc., and must be maintained at a healthy, comfortable temperature. Rest room facilities must be separate from those used by the general public and audience members. Chairs, not stools or benches, are required for all performers in all dressing rooms.

## DRESSING ROOMS (Cont.)

Principles:	1 Room for 2 Female Leads 1 room for 2 male Leads
Chorus:	1 room for 5 men 1 room for 5 women 1 Room for 2 Female Children 1 Room for 1 Male Child
Orchestra:	One large secure room for 3 musicians and their instrument cases
Office:	One room for the Production and Company Managers with internet access if available

## RUNNING TIMES

The first act runs approximately 60 minutes, and the second act 60 minutes. There is one 15 or 20 minute intermission. (Length to be determined by House)

## HOSPITALITY:

**NOTE: Nothing in this category of Hospitality may be crossed out or changed.**

1. ARRIVAL – At our crew’s arrival AND throughout the day, the PRESENTER shall provide coffee (regular and decaffeinated), tea, bottled, water, juices, and soft drinks
2. MORNING BREAK - The PRESENTER shall provide snack foods )ie Baked goods, Crackers, fruit etc.) for the road crew of 11 (8 crew, 3 drivers)
2. LUNCH BREAK – The PRESENTER shall provide light lunch foods food (ie. sandwiches, chicken, pizza, cookies, chips and dip, and fresh vegetables) for the road crew of 11 (8 crew, 3 drivers). Usually one member of our crew is a vegetarian. Our production manager will advise during the advance call as to the exact number of vegetarian meals required.
3. HOT MEAL - Two and one half (2 1/2) hours prior to curtain up, the PRESENTER shall provide a \*HOT MEAL for the **full company of 34 people (17 Cast, 3 Orchestra, 8 Crew, 2 Child Guardians, 4 Drivers)**. A suggested menu will be provided in the advance paperwork. Pizza is not acceptable unless pre-approved by the Production Manager. An assortment of beverages must accompany this meal. The Production Manager will advise during the advance call as to the number of vegetarian meals required.

PLEASE NOTE: On a two show day (which includes a load in) this meal will be served between shows. The PRESENTER will still be required to provide a lunch (section 2) for the crew. The PRESENTER shall also provide light snack foods for the full company of 34 persons during the first show (ie. Cheese and vegetable tray, chips, crackers, fruit)

4. TWO SHOW DAY MEAL (EXTENDED ENGAGEMENTS) - For engagement days with two performances (which does not include a load in), the PRESENTER shall provide a hot meal between shows for the the **full company of 34 people (17 Cast, 3 Orchestra, 8 Crew, 2 Child Guardians, 4 Drivers)** A suggested menu will be provided in the advance paperwork. Pizza is not acceptable unless pre-approved by the Production Manager. An assortment of beverages must accompany this meal. The Production Manager will advise during the advance call as to the number of vegetarian meals required.

**NOTE: Should either of the hot dinners above for the full company be logistically impossible , the PRESENTER may exercise a buy-out clause and pay the Company Manager \$20.00 per person in place of providing a hot dinner for the full company.**

### **HOUSING:**

1. WHEN REQUIRED AS AN ADDITIONAL TERM OF THE CONTRACT, THE PRESENTER MUST PROVIDE for the evening of the performance or the evening before the performance (to be determined by the Company Manager) approximately **21 Rooms** consisting of 5 single and 16 double rooms at a nearby AAA approved tourist quality motel/hotel - i.e., Holiday Inn, Best Western, etc. The number of rooms needed is subject to reasonable change at the discretion of the Company Manager but shall not exceed 21 rooms. For matinee performances, Presenter shall provide motel/hotel rooms for two (2) evenings. The Company Manager must approve in advance the dates of room reservations and the motel/hotel selection.

2. **IF PRESENTER IS NOT REQUIRED TO PROVIDE HOTEL ROOMS**, THE PRESENTER GUARANTEES THE PRODUCER A LOCAL MOTEL/HOTEL ROOM RATE **NOT EXCEEDING \$60.00 PER DOUBLE ROOM (including taxes)**. The stated "Price Agreed Upon" on the face of this Agreement is contingent upon PRODUCER obtaining this maximum room rate and the motel/hotel must be within a ten-mile radius of the venue. PRESENTER agrees to pay all overages if a \$60.00 per double rate (including taxes) is not available in their immediate area. THIS ITEM OF THE AGREEMENT MAY NOT BE DELETED OR CHANGED.

### **PRESENTER AVAILABILITY:**

The PRESENTER or PRESENTER'S representative must be available at all times to the Technical Director and the Production Stage Manager from one hour prior to the load-in to the end of the first performance. The representative must be able to make decisions on behalf of the PRESENTER.

### **STAGE CLIMATE:**

THE ON-STAGE TEMPERATURE MUST BE KEPT COMFORTABLE AND HEALTHFUL AT ALL TIMES DURING THE PERFORMANCE (66-74 Degrees). This temperature must be achieved by one and one half hours prior to curtain and maintained throughout the performance, with as little air movement as possible on stage. *If portable heaters/cooling units are required to achieve this, they shall be obtained at PRESENTER'S expense.*

### **GENERAL NOTES**

**Company Size:** There are (17) Actors, (3) Musicians, (8) Technicians, (2) Child Guardians and ( 4) Drivers in the production of "**MIRACLE ON 34TH STREET**".

**Performance Payment:** The Company Manager must receive the final payment in the form of a cashier's check, money order, university/college check or cash for the performance(s) at the intermission of the first performance.

The cashier's check or money order must be made payable to Troupe America Inc., FID #41-1595874. The Company Manager will not accept, under any circumstances, a personal or business check.

**Pertinent Information:** Upon return of this rider, please provide a copy of your venue's Technical specifications (including but not limited to Stage and loading dimensions, Inventories, policies, area medical facilities, lodging and restaurants)

If this information is available online, you may instead provide us with that link below, or email it directly to our Production Manager , Scott Herbst at [sherbst@troupeamerica.com](mailto:sherbst@troupeamerica.com) . If this information is not available in a prepared format, please advise us and we will forward you a copy of our venue questionnaire.

**Advance Paperwork:** All advance paperwork for "**MIRACLE ON 34TH STREET**" is handled electronically. Advance scheduling, hospitality and runner information will be emailed to the Venues Presenter and Technical Director or Production Manager approximately 3-4 weeks in advance of the engagement. Light Plots, soft good plans, and floor plans will be posted on the Troupe America Website in advance of the tour. The advance paperwork will include information on how to access this information. The Tour Production Manager will be in contact by phone to confirm and finalize details approximately 1 to 2 weeks in advance of the engagement.

### **Receptions:**

Any request for a cast reception must be submitted in writing to the Company Manager at least 4 weeks in advance of the performance date.

**CLOSING AND ACCEPTANCE**

IN THE EVENT THAT THE MINIMUM TECHNICAL AND PRODUCTION REQUIREMENTS OF THIS RIDER ARE NOT MET, ADDITIONAL EQUIPMENT AND PERSONNEL NOT SPECIFIED IN THIS RIDER MAY BE REQUIRED AT PRESENTER’S EXPENSE.

The best Performance(s) will be achieved if the PRESENER can meet all of the foregoing technical requirements, the PRODUCER is flexible in some areas. Changes must be approved in advance by our Production Manager, Scott Herbst at Troupe America Inc., ph. 612-333-3302. and/or Company Manager to avoid any on-site surprises and conflicts, as well as to ensure the safety of our company members and all local personnel.

These eight (8) pages of this “**MIRACLE ON 34TH STREET**” Technical Rider are accepted and agreed to by the PRESENTER as an integral part of the attached (or previously sent) Contract Agreement.

Accepted: \_\_\_\_\_  
(Signature of PRESENTER or PRESENTER’S Representative Required) DATE

Print Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Technical Director/Production Manager: \_\_\_\_\_  
(Signature of the venue's Technical Director) DATE

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Venue Website: \_\_\_\_\_