Ballet FANTASTIQUE

Ballet like you've never seen it before.

TECHNICAL REQUIREMENTS
for
BALLET FANTASTIQUE'S
LITTLE MERMAID THE 80s POP BALLET

This document outlines general technical, hospitality, and venue requirements for Ballet Fantastique touring productions.

Requirements vary by program and will be communicated in advance by Ballet Fantastique's Production Manager.

If any production requirements are incompatible with physical limitations of your venue, we will discuss solutions well in advance of the performance, working together to identify items in this rider which cannot be reasonably met and to mutually agree to amendments as may be required. Ballet Fantastique will be cooperative and flexible.

Please direct questions or proposed amendments to:

Name: Hannah Bontrager, Executive Producer
Email: hannah [at] balletfantastique.org
Phone: 541-206-8977

COMPANY
Touring company ranges from 11–20 members, including dancers, technical staff, and Artistic/Executive Directors. Final numbers communicated per production.

AVAILABILITY
- **Specifications:** Ballet Fantastique needs accurate and detailed technical specifications for the theater at least 60 days prior to the first performance. This includes light plots, a line set schedule, lighting inventory, lighting circuit diagram and dimmer specifications, etc. Venue is responsible for any and all technical requirements detailed here. If changes are to be made to Ballet Fantastique requirements, venue technical staff is responsible for creating paperwork (plots and schedules) and communicating proposed documents with Ballet Fantastique technical staff. All changes/adaptations of tech specifications must be approved in writing by Ballet Fantastique's technical staff.
- **Pre-hang & pre-focus:** Expected before Ballet Fantastique's arrival.
- **Access:** The theater and stage (including rehearsal studio, off stage areas, fly space, loading dock, and dressing rooms), cleared of other equipment, should be made available for the sole use of Ballet Fantastique from **four hours before the scheduled in-theater service until two hours after the last service.** All necessary house and/or rental equipment shall be installed and in working order BEFORE the start of Ballet Fantastique load-in. This will generally require a preparation (or "pre-hang") day in the space before the arrival of Ballet Fantastique personnel.
- **Restore:** Ballet Fantastique will not restore house at end of load out. If possible, it is preferred that local crew members are not used for house restore until Ballet Fantastique load out is complete; again, we will be cooperative and flexible. Thank you!

STAGE & FLOOR REQUIREMENTS

PROSCENIUM-TYPE STAGE HOUSE (PREFERRED)

- **SIZE:** Most desirable stage size (dance area): **Minimum** of **35' of width** at the proscenium, and **25-35' of depth** from the plaster line to the last available pipe, with no obstructions. Smaller and non-standard stages may require special programming in some cases (production-dependent). **Minimum height of stage space** and in wings **14' unobstructed.**
- **WING SPACE:** Minimum 4'-0" wide clear wing space on each side of the stage; 8' preferred. At least 3 wing spaces preferred on each side of the stage.
- **Tables:** Two tables are requested (one on each side of the stage) for props, costume accessories, etc.
- **Markings:** It is helpful to have the path to each side of the stage clearly marked with signage/arrows; thank you!
- **Backstage Crossover:** Unless otherwise coordinated with Ballet Fantastique's production crew, a crossover between the back wall of the theater and the cyc (minimum of 3') or a hallway at stage level is preferred.
  - All crossover space should be clear and safe for bare feet.
  - To avoid trip and safety hazards, all cables should be dressed in crossing areas after focus is complete.
- **Quick Change Booths:** Unless dressing rooms are immediately adjacent to the stage, two (2) private enclosures (approximately 4' x 4') for quick changes are requested immediately off stage (one on each side of the stage—Stage Right and Stage Left), or within a convenient distance from the stage.
- **Safe & Sanitary:** Theater(s) and other spaces provided by the Presenter for all performance and other activities during the engagement should conform to commonly accepted industry standards of safety and sanitary conditions.

FLOORING REQUIREMENTS

- **SUB-FLOOR: Under no circumstances can Ballet Fantastique's ballet artists perform on a floor laid directly over concrete, stone, or tile.** Stage must be "sprung"; that is, between the stage floor and its under-supports, there must be space filled with flexible members usually known as "stringers" or some other means of making the stage a flexible, safe and danceable surface.
- **Stage Area:** The stage must be a smooth, clear unbroken wood surface, free of cracks, breaks, slivers, nails, screws or other impediments to safe work by dancers. The stage floor MUST be swept, dust mopped, and cleared of all debris and hardware immediately before installing the dance floor (see below). **If applicable, trap door presence and location must be disclosed to Ballet Fantastique before contracting. Additionally, if Trap Doors are present, they must be completely flush with the stage for artist safety.**
- **Dance Floor/Marley:** See below.
- **Rosin:** Ballet Fantastique travels with standard rosin used in standard boxes on both sides of the stage (to be provided by Ballet Fantastique).

DANCE FLOOR/MARLEY:

X PROVIDED BY BALLET FANTASTIQUE _____ PROVIDED BY PRESENTER (Please note gray or black)

If provided by Presenter (e.g., out of state/out of country appearances):

- *Black or gray, commercial vinyl dance flooring (Rosco, StageStep, Harlequin, etc.)/Marley must be laid over the dancing area. Unless otherwise coordinated with our production team, marley should cover an area at least 35' wide and 25' deep, and is preferred to be laid horizontally, laid flat with no bumps or wrinkles.*
- *Marley surface must be cleaned of all tape marks and residue.*
- *Center, quarter, and other needed spike marks will be designated by Ballet Fantastique.*
- *Tape: Marley seams should be taped in the appropriate floor tape matching Marley color (e.g., black or gray); please note that floor tape in lieu of gaffe tape is preferred, if possible.*

MASKING & SOFT GOODS REQUIREMENTS

House soft goods requirements include house availability/pre-hang of:

- **Main Curtain:** Main curtain required except by prior communication with Ballet Fantastique.
- **Black Legs/Side Masking:** Adequate side masking preferred; negotiable with the capacities of the theater (at least three pairs of legs, tabs and borders, preferably black velour).

- **Blackout curtain:** Blackout curtain preferred upstage to mask the area behind the backdrop.
- **Other Masking:** Ample masking for overstage (borders or teasers) and offstage areas.

Additionally, lines should be available to hang the following soft goods provided by Ballet Fantastique at load-in:

- **Backdrop:** Backdrop(s), provided by Ballet Fantastique, with dimensions/weight to be communicated in advance of the production

LIGHTING SYSTEM & EFFECTS REQUIREMENTS:

SPECIFIC PLOT TO BE AGREED UPON BY PRESENTER AND BALLET FANTASTIQUE. GENERAL LIGHTING PLOT WILL BE PROVIDED AS A STARTING POINT. ALL LIGHTING NEEDS – ELECTRICS HUNG, CIRCUITED, COLORED, AND TESTED - MUST BE COMPLETE BEFORE ARRIVAL OF PRODUCTION MANAGER FOR SETUP/FOCUS.

The following requests will provide Ballet Fantastique technical staff the ability to present a performance of the highest production values. If your venue is not equipped with the instruments listed below, please contact Ballet Fantastique. If changes are required, the venue technical staff is responsible for creating paperwork (plots and schedules) and communicating proposed documents with Ballet Fantastique technical staff.

- **Equipment:** Ballet Fantastique will use the house venue lighting inventory. The house should provide:
  - **Console:** Programmable lighting console (ETC EOS Family generally required)
  - **Stage Wash:** A hang sufficient to provide an even, four-color wash to the stage; lights should be colored (saturated blue, e.g.) and either low-wattage or dimmable
  - **Front of house light**
  - **Work light:** Adequate work light for on-stage classes, rehearsals, and work calls
  - **Running lights:** for the offstage and crossover areas. All running lights, including board, rail, and safety lights, should be masked to prevent light spill on stage
  - **FOH Tech Table** with monitor and headset communication to all necessary positions, including Light Board, Sound Board, Main Curtain, Fly Rail
  - **Preferred:** Follow spot(s) and side lights/booms, if available
  - **Genie:** Personal Genie lift available throughout Ballet Fantastique stay (supports most efficient schedule)
- **Information sharing:** Presenter will provide Company with ground plan and section to scale, rigging plot and a complete lighting equipment inventory. Ballet Fantastique will provide Presenter a light plot with accompanying information in advance of the production.
- **Operation:** Ballet Fantastique will coordinate with the house to design the lights during load-in/setup. Ballet Fantastique personnel do not typically run either the light board or the follow-spot. **A professional operator for *each* of these positions should be provided by the Presenter for Ballet Fantastique rehearsals and performances.**

HAZERS/LOW-LYING FOG MACHINES: 3 *for most Ballet Fantastique productions

X PROVIDED BY BALLET FANTASTIQUE	_____ PROVIDED BY PRESENTER

- **Cabling:** Preferred: Adequate DMX cable to control at Light Board operator position.
- **Placement:** Placement in upstage left and right wings.
- **Usage/Approval:** Company may use Haze or Dry Ice from beginning of rehearsal, as needed, through show (show-dependent). It is the venue's responsibility to obtain all approvals for use, determine overrides for fire safety system and communicate usage to audience in accordance with your venue's policies prior to Ballet Fantastique arrival.

PROJECTOR: *for most Ballet Fantastique productions — will be communicated in advance.

X PROVIDED BY BALLET FANTASTIQUE Note: Power needs — See addendum	_____ PROVIDED BY PRESENTER

- **Cabling:** Preferred: Adequate DMX cable to control at Light Board operator position.
- **Placement:** Placement in upstage left and right wings.
- **Usage:** Company may use Projector for performance special effects.

SOUND SYSTEM REQUIREMENTS

- **Console & Sound System:** In-house sound system with console
  Note: Ballet Fantastique runs sound via QLab (version 4 or 5) for technical rehearsal and performance music.
- **Amplification/Monitors:** Amplification to the house, with speakers capable covering entire seating area, and at least two monitors onstage. Sound monitors should be audible in dressing rooms
- **Program Feed:** Program feed and/or intercom system to all dressing room areas.
- **Communication System:** Hard-wired or wireless headset system, with the following stations: Stage Manager, Sound Operator, Light Board Operator, and, if necessary, Fly Rail/Curtain Operator, Follow Spot(s).
- **PA/Announce Mic:** One (1) public address announce microphone for performance introduction (on stage). For school/children's performances, lecture/demonstrations, Q&As, or other interactive events: 2 wireless microphones (preferred) or if not available, 2 wired microphones with 50 feet of XLR cable. Depending on the event, additional microphones may be necessary.

Productions with Live Music: Additional requirements for live accompaniment to be sent separately by Ballet Fantastique's production staff in advance of the production.

TEMPERATURE: Preferred temperature of all performance, rehearsal, dressing room, and stage area rooms is 72˚–76˚F, with a safe range of 70–80˚F. Due to the increased risk of injury, dancers may not perform in spaces cooler than 72˚F. Please assure that the venue is at the appropriate temperature upon load-in.

SCHEDULING & LABOR REQUIREMENTS
Technical Crew:
PRESENTER must designate and provide:

- **(1) Technical Director (must have authority to make decisions)/Carpenter**
- **(1) Master Electrician**
- **(1) Lighting Operator (<u>may be the same person as ME</u>)**
- **(1) Sound Operator**
- **Minimum (2) Stagehands (one may run Fly Rail, if available) — Note: Can be helpful to have more for load in/load out.**
- **Preferred, but not required:**
  - *(1-2) Follow Spot Operators*
  - *(1) Projection/Video Operator (if required for rep; will be communicate in advance)*
  - *(1) Wardrobe Assistant (including: pressing, laundering and quick changes for artists)*

All personnel MUST be the same persons for all rehearsals and performances. Assigned personnel must be present and available for consultation with all Ballet Fantastique crew calls, rehearsals and performances. All crew must wear BLACK CLOTHING.

Pre-Arrival Checklist: Following is a typical Ballet Fantastique schedule and crew requirements. This schedule is based having ALL of the following accomplished <u>prior</u> to Company arrival:

1. **Electrical:**
   a. Send theater lighting specs/house plot and all documentation to Ballet Fantastique no later than 8 weeks prior to performance event.
   b. All electrics hung, colored and dimmer checked, pre-hang and focus complete prior to Ballet Fantastique load in.
   c. **Stage surface:** Stage surface cleared, swept, and mopped. If provided by Presenter, Marley in place, taped, swept, and mopped.
2. **Stage space:** Stage space clear and offstage space relatively clear.
3. **Sound System:** Sound system in place and tested. If live music in Ballet Fantastique production: Band/musician requirements prepared in accordance with Ballet Fantastique musician's technical rider.
4. **Soft Goods:** All required soft goods hung; space ready for Ballet Fantastique backdrop(s).
5. **Communication System:** Communication system set up and tested.

6. **Headsets:** Headset intercom system with stations for the stage manager, light board operator, sound technician, and curtain operator.

Ballet Fantastique crew is seasoned at working with union as well as venue-specific labor contracts. Crew numbers and schedules will be arranged in advance, on a venue-by venue basis with the Production Manager. If there is something unusual in your venue that might slow this process down considerably, please let us know. Note: This labor call is for a typical 1-2 show day. To ensure knowledge, the same personnel is requested to be used for all rehearsals and show calls. An adjusted schedule will be coordinated for longer residencies including Outreach Matinees.

Sample Schedule: One-Day Residency

*An adjusted schedule will be coordinated for longer residencies including Outreach Matinees.

Time	Activity	Staffing To be Provided by Presenter
8 am–1 pm	Load in - Sets, marley Focus light board Hang drop Lay marley Other tech as needed	Light Board Operator Sound Operator 2-4 Deck Hands
*Noon: Dancers arrive	Continue tech Dancers warm up on stage	Light Board Operator Sound Operator 1-2 Deck Hands
1-2 pm	Lunch	
2-5 pm	Dancer spacing; light cues continue Final preparation for musicians	Light Board Operator, Follow Spot(s) Sound Operator 1-2 Deck Hands
4 pm	If applicable: Live musicians arrive/load in	Light Board Operator, Follow Spot(s) Sound Operator 1-2 Deck Hands
5–5:30 pm	Sound check	Light Board Operator, Follow Spot(s) Sound Operator 1-2 Deck Hands
5:30–6:30 pm	Dinner break (stage should remain available to dancers)	
6:30 pm	Work through final issues	Light Board Operator, Follow Spot(s) Sound Operator 1-2 Deck Hands
7:30 pm	Curtain	Light Board Operator Follow Spot(s) Sound Operator 1-2 Deck Hands
9:30 pm or immediately following production	Clean up/load out	2-4 Deck Hands

DRESSING ROOM/WARDROBE REQUIREMENTS

Dressing Rooms

- **Location/Access:** Non-working staff or public should not be allowed access to backstage during the time Ballet Fantastique is in residence.
- **Readiness:** All areas including lavatories, shower, and costume areas should be cleaned, swept or vacuumed for bare feet prior to Company arrival. The backstage and dressing room areas should be clear of any obstacles, including any items that may be deemed unsafe or inappropriate for local youth participants.
- **Temperature:** Dressing room areas should be heated or air conditioned to between 72˚–80˚F degrees. Please ensure that the dressing room heat is turned on and at a temperature of 72˚ minimum prior to the arrival of Ballet Fantastique. If it is not possible to keep the dressing rooms warm with the physical plant heat, then arrangements should be made to have sufficient portable heaters on hand.
- **Number/Type:** Unless otherwise communicated by the Ballet Fantastique production team, dressing rooms should accommodate a total of 14-20 dancers, as well as musicians (if applicable; final number of artists to be communicated to Presenter by Ballet Fantastique's production team).

    - Please have two to three (2-3) clean dressing rooms ready upon Ballet Fantastique's arrival, each capable of facilitating up to 10 professional dancers.
    - For Local Children's Cast, up to 30 artists (if applicable/production-dependent): One (1) Large fitting area or large chorus dressing rooms and meeting/waiting area (e.g., large catering rooms, green rooms, studios, conference rooms, gymnasium, etc.), preferably in a separate space away from our professional cast.
    - A combination of smaller dressing rooms for lead dancers and/or for Ballet Fantastique's Artistic Director is very appreciated, if available.
    - Ballet Fantastique also appreciates wardrobe room space, if available, with one or two (preferable) 8' banquet style tables or similar, easily accessible to the stage and dressing rooms, with ample 15-20amp, grounded electrical outlets for steamers and sewing machines.
- **Dressing Room Amenities:** Each dressing room area must include:
    - Sinks with hot and cold running water.
    - Working toilets separated by gender and not shared with the public.
    - Showers with hot and cold running water, separated by gender, and not shared with the public or with youth performer cast.
    - Well-lighted makeup mirrors and clean counter space to accommodate ten (10).
    - One-two (1-2) full-length mirrors.
    - One-two (1-2) clothing racks (or some method of hanging costumes) in each dressing room.
    - Ample bottled water for artists.
- **Other Wardrobe Requests:** Sturdy ironing board with iron; Clothes steamer (if you cannot provide steamer, please contact Ballet Fantastique).

WIFI: Ballet Fantastique appreciates the use of your wireless internet connection while in the venue. Please share the wifi password and network name with the Production Manager.

FRONT OF HOUSE: One–two (1-2) tables for Company information in the lobby; staff provided by Ballet Fantastique.

ACCOMMODATION & GROUND TRANSPORTATION

- **Hotel:** The Company kindly requests hotels classified at three stars or higher, located in walking distance to dining options. Hotels should please have breakfast available on-site. Number of rooms to be confirmed in advance. When the option is available, it is appreciated when hotels are in walking distance to the performance venue, but it is understood that this not always possible. If the hotel and performance venue are more than .5 miles from one another or are not safely walkable, Presenter to provide transportation for the group between the hotel and venue as needed (between 15-20 people, to be discussed).
- **Transportation to and from the airport:** To be discussed in advance, if necessary/applicable. If transportation to and/or from the airport is provided, it must accommodate all personnel, one large piece of luggage per person, and up to 4 large suitcases of costumes/supplies.
- **Parking:**
    - **(1) Box Truck OR Truck with Trailer (variable size; to be communicated in advance):** When possible, please arrange for truck to remain in the dock for the duration of the performance date(s). Otherwise, please arrange for truck parking close to the loading area. Please provide additional space around truck, to allow for adequate access and maneuvering to and from loading area. Please advise the tour Production Manager if there are special occurrences relating to parking, such as, fees for bagging meters, no idle policies, etc.
    - **If Ballet Fantastique will travel by car/van: Parking needs will be communicated.**

HOSPITALITY

- PLEASE SEE ADDENDUM.

MEDIA

- All promotional materials must use Ballet Fantastique name and logo
- BFan to provide approved press kit

- Ballet Fantastique may opt to informally document rehearsals or backstage content for social media.
- Ballet Fantastique may opt to promote the performance(s) to its audiences on social media, its website, and/or
- via email, and will link to Presenter's website.
- Media/photo access during rehearsal/performance with prior communication/coordination with Ballet Fantastique to set schedule.
- **Social Media:** Ballet Fantastique's handle (Facebook/Instagram) is @balletfantastique. Presenter is encouraged to tag the Company in Instagram posts or stories about the performance(s).

QUESTIONS
Please contact hannah@balletfantastique.org or call 541-206-8977 with any questions or specifications. Thank you!

Presenting Organization	Presenter Signature	Date

Technical Director's Name	Email	Phone or Cell Number

NOTE: Any changes to the following Technical requirements should be please be negotiated with Hannah Bontrager, Executive Producer at Hannah@balletfantastique.org

ADDENDUM: CATERING REQUESTS
HOSPITALITY
***If no per diem provided in the proposed production budget.**

WATER
If you have office water-cooler style water dispensers, we would appreciate them positioned backstage or, if possible, both SR and SL.

Refreshments Guidelines:
- **Availability:** The following Energy Snack and Beverage items should be supplied on the rehearsal and show days, prior to artist arrival, and replenished as needed. *Please coordinate Main/Hot Meal delivery time with Ballet Fantastique production team at least two (2) weeks in advance of Ballet Fantastique arrival. *Please plan to accommodate 15–25 people on Ballet Fantastique's team.*
- **Dietary restrictions:** Please note: There are members of Ballet Fantastique who keep vegetarian and vegan diets. Keeping animal product items separate allows everyone to select foods that work with their diet. Any other restrictions will be communicated to Presenter by Ballet Fantastique's production team well in advance.
- **Access:** Food is preferred in an area near dressing rooms (or in dressing room if large enough). All food should be left out with available covering until dancers leave the building, post show. Take-away bags or boxes are very appreciated.
- **Menu:** Presenter and Ballet Fantastique will agree on the menu and time of meal service two (2) weeks before Ballet Fantastique's arrival. Suggestions are below.
- **Condiments/Utensils:** Plates, napkins, flatware, salt/pepper.

Energy Snacks
- Assorted fruit and vegetable trays (apples, bananas, strawberries, grapes)
- Hummus
- Chomps (beef sticks)
- Cheese Sticks
- Protein bars (RX bars, Lara bars, Cliff bars, "Clean" protein bars)
- Mixed nuts and/or dried fruit (almonds), Brookside chocolate fruit

- Sandwich meat, cheese and wraps, bread or rolls for sandwiches
- Trail mix, Pretzel
- Skinny Pop

Beverages

- Bottled spring water — chilled and individual bottles (large) preferred
- Sparkling water
- Coconut water
- Coffee, hot water and herbal teas, (cold brew coffee)
- Oikos pro drinks
- See above regarding bottled water in dressing rooms. Thank you!

Main Meal

Hot post-performance meal for all dancers and staff directly following each performance.
As noted above, please coordinate hot meal delivery time with Ballet Fantastique production team.
A family-style or buffet meal made up of a combination of the following items would be entirely appropriate. Thank you!
If opting for individual orders, please give us at least 48 hours with the menu to collect and compile orders.

Suggested menu (open to modification—please specify):

- Salad (with a variety of toppings), dressing assortment
- Warm or cold vegetable dish (any kind sautéed or roasted vegetable, or even just a vegetable tray)
- Pasta or grain dish (vegetarian preferred)
- Hot grilled chicken or fish
- Soup or something hot

Addendum
PROJECTOR POWER REQUIREMENTS FOR BALLET FANTASTIQUE PROJECTOR (if used)

Ballet Fantastique tours with a Christie D13HD-HS laser projector (13,000 lumens).

Power requirements:
1 × dedicated 15A or 20A circuit at 120V AC (standard US power)
Alternatively: 1 × 7A circuit at 200–240V AC
Power consumption: ~1,300 W (normal mode)
AC connector: C14 (standard IEC)
Note: Projector must be on a dedicated circuit or shared only with minimal load. Inrush current can spike to 80A at power-on.
Provided by Ballet Fantastique: Projector, lens, power cord, playback laptop
Provided by Venue: Dedicated power circuit at projector position (FOH or mounted position)