

# **Wizard of Oz**

Presented by Vital Theatre Company, Inc.

## **Technical Rider**

Current as of May 2018

|                   |                  |        |                          |
|-------------------|------------------|--------|--------------------------|
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## **I. GENERAL NOTES**

We are a self contained, one hour long, family friendly production consisting of six (6) actors and one (1) stage manager. The purpose of this rider is to acquaint you, the “Presenter,” with the specific technical requirements and other needs of the Company during its appearance in your community. The Company will be as flexible and accommodating as possible so long as all technical limitations of the Presenter’s facility are noted in writing on, or attached to, this rider. Failure to notify the Company of technical limitations could result in the unforeseen omission of design elements from the production. If the venue or you can’t do any part of this, please contact us.

**It is imperative that the person responsible for your theater’s technical operation approve this rider before you sign the contract.**

## **II. PROVISION OF TECHNICAL INFORMATION**

It is the responsibility of the Presenter to supply the Company Booking Director with the following NO LATER than 30 days prior to engagement. Materials required:

- a) Digital copy (PDF & Vectorworks please) of the ground plan, section, and hanging plot in 1/2” or 1/4” scale.
- b) Lighting system inventory
- c) Sound system inventory
- d) Dressing room information
- e) Stage rigging information
- f) Loading information
- g) Contact information for all your production staff

**Please Send Technical Information to:**

Vital Theatre Company  
[booking@vitaltheatre.org](mailto:booking@vitaltheatre.org)  
(212) 579-0528 OFFICE  
(212) 579-0646 FAX  
2162 Broadway, 4<sup>th</sup> Floor  
New York, NY 10024

## **III. SCHEDULE**

Vital Theatre Company travels with full sets, costumes, and props. Exclusive and uninterrupted access to the stage, lighting and sound equipment, auditorium and dressing rooms/restrooms is required from the Company’s arrival until its departure.

BEFORE Vital Theatre Company arrival:

- a) Lighting system completely hung, circuited and focused.
- b) Stage dressing in place, access from stage to audience installed.

### **Example:**

DAY OF PERFORMANCE (for a 1:00pm curtain):

- 10am: Company Stage Manager and cast arrive at venue with equipment. Work with local crew to unload and set-up.
- 11am: Set lighting cues based on venue rep plot
- 12pm: Sound check
- 12:30: House opens. Cast to dressing rooms.
- 1pm: Performance, 50 minutes (no intermission)
- 2pm: Load-out (approx. 60 minutes)

## **IV. PLAYING AREA**

A level playing area at least 26 feet wide x 18 feet deep (not including wing space) will be used. The

stage floor must be clean, in good repair and free of any markings, spikes or other blemishes. The stage floor should be of wood construction, preferably a “sprung floor”, but cannot be constructed of either poured or slab concrete.

#### V. MINIMUM STAGE REQUIREMENTS:

|                                    |     |                           |     |
|------------------------------------|-----|---------------------------|-----|
| Wall to Wall Width                 | 28' | Proscenium Width          | 30' |
| Stage Depth (from Proscenium Arch) | 20' | Proscenium Height         | 15' |
| Apron or Forestage                 | 0'  | Grid or Batten Height     | 16' |
| Overall Stage Depth                | 18' | Wing Space Left and Right | 4'  |

#### VI. SET

The following is meant to serve as an overview of the scenic requirements. Full details of the set will be discussed during the advance call with the venue prior to the first performance. The set will be constructed and dismantled by the company assisted by venue stagehands during the designated load-in and load-out times.

**Hard scenery:** *Wizard of Oz* set consists of one small stair unit and one window unit on wheels

**Backdrop:** A 20' 6" wide by 14' tall blue backdrop

**Venues without a fly system:** For venues without a fly system, the Company can carry a ground support system for soft goods. The Company only carries the pipes and bases if known at contract signing.

**Soft goods:** If the venue's Proscenium width is greater than 30' the Company requires sets of soft legs to hang stage left and right of the playing area to provide wing masking. If the venue's proscenium height exceeds 14', the Company requires adequate borders for masking. The exact location of the soft goods will be discussed in the advance call.

**Storage of set.** In the event that Company will be performing at your venue over multiple days Presenter must provide a safe and secure location on or very near the stage in which to store the set, props, and costumes.

#### VII. LIGHTING

The Company does **NOT** carry lighting equipment. All instrumentation may be adjusted, within reason, according to the specifics of the venue. What is required is an even front light system with separate control into three basic areas; stage left, center stage, and stage right. The front, side, and down light systems should cover the entire playing area.

The Stage Manager will call the show with either cues or submasters written the day of, from the front of house position.

##### a) Systems:.

- i) Full stage wash with a warm color. (e.g. R02)
- ii) Full stage wash with a cool color. (e.g. R63)
- iii) Down right, down left and center isolated specials with front light

##### b) In addition, inventory shall include all necessary lamps, cable, dimmers, gels, templates and other such lighting equipment necessary for a theatrical presentation in your theatre to our reasonable specifications.

##### c) The Company does not travel with Genie lift or ladders. Presenter agrees to provide company with suitable access to grid, i.e. a ladder or Genie lift if one is not available.

#### VIII. SOUND

The company tours with a limited sound package and will utilize the venue's house sound system for coverage of the auditorium. The touring package includes six (6) wireless lavalier microphones and a

laptop for playback of accompaniment tracks. 4. We require a sound technician who is familiar with the venues equipment to assist in set-up and sound check. The sound board will be run during the show by either the touring stage manager or house sound technician as determined in the advance.

The Presenter is relied upon to provide the following:

- a) A mixing console in a level Front of House position to provide adequate access to the overall sound of the house.
- b) A patch bay at the stage level or appropriate patching options at the booth position within range for wireless microphone transmission.
- c) Six (6) open mono channels for wireless microphones. Each channel must be equipped with EQ and compression options.
- d) One (1) set of stereo inputs for the laptop
- e) Front of house speaker system.
- f) On-stage monitors (front wedges or side fills).
- g) All necessary cables and connectors.
- h) The house system must be clear of any interference, hums, or buzzes at the stage and front of house.

The Presenter agrees to have adequate audio monitors in each dressing room and in the booth. The Presenter agrees to provide a single channel intercom to the following locations: Stage Left, Stage Right, Light Board Operator Position, and FOH Audio Mix Position. All intercom stations must be belt packs and have enough cable to move freely from downstage wings to upstage center areas.

If the IN-house sound equipment is insufficient to meet the company's needs, Presenter agrees to rent the necessary equipment and install is as specified by the Company Sound Engineer.

Our company manager will work with your venue technicians to determine the needs of your venue at the time of the advance phone call.

## **IX. WARDROBE AND DRESSING ROOMS**

- a) We require at least two clean, secure dressing rooms for five (5) people that are lockable for the Company. Each of the dressing rooms must be equipped with the following:
  - i) box of facial tissues
  - ii) hand soap
  - iii) trashcan
  - iv) working sink (with hot and cold water) and toilet
  - v) make-up lights
  - vi) mirrors
  - vii) tables
  - viii) chairs
  - ix) costume rack

These restrooms should be clean and sanitary before the Company's arrival and must be separate from those provided for the audience and completely masked from the audience view. If possible we appreciate at least one sanitary sleeping cot or couch. Company must have uninterrupted access to dressing rooms throughout the duration of the performance day.

- b) Presenter agrees to provide an ironing board, iron and steamer for the Company's use. If the Presenter does not have laundry facilities onsite, please provide the Company Stage Manager with local contacts including: laundromat, dry cleaner, and sewing supply store.

## **X. CREW REQUIREMENTS**

The following requirements are to be used as a guideline approximation only. Our exact needs will be confirmed at time of advance phone call.

|                   |   |                   |       |   |                      |
|-------------------|---|-------------------|-------|---|----------------------|
| Load in & Strike: | 1 | Sound             | Show: | 1 | Sound                |
|                   | 2 | Electricians      |       | 1 | Stage Hand           |
|                   | 1 | Stage Hand/Rigger |       | 1 | Light Board Operator |

- a) One (1) designated technical director (the Presenter must designate a technical director with decision-making authority to be present, responsible to and accessible for consultation with the Company at all crew calls).
- b) Load-in normally takes about three (3) hours, the performance lasts approximately one (1) hour and strike normally takes 90 minutes and will begin immediately following the final performance.

## **XI. UNION HOUSE**

In a venue that is staffed by a Union crew, all minimum crew calls, rules and regulations as determined by the Local's Business Agents will be observed. If separate truck loaders are required, please add required loaders to the load-in and strike calls for the company's 14' box truck. If the head carpenter cannot operate the fly system because of Union regulations, please add a flyperson to the load-in and strike calls.

## **XII. LOADING**

The loading area should be able to receive one 14' box truck. The Company also travels with a minivan. Both vehicles must be permitted to remain parked at the venue throughout the day. The approach to the loading area must be clear of vehicles, debris, etc, permitting direct and unimpeded approach of the Company vehicles. In the event of snow or ice on approach, Presenter agrees to have the approach salted, sanded, and/or shoveled clear prior to the Company arrival. Presenter is responsible for obtaining any necessary parking permits prior to Company arrival. The loading door should be 8' high by 6' wide and clear of obstacles for easy access.

## **XIII. SUPPLIES**

Presenter agrees to supply sufficient mats, carpets and gaff tape (2 rolls of black, 1 roll of white) for securing cable. Please provide tape to Company's Stage Manager at time of load in. Presenter agrees to supply 100 pounds of varying size stage weights.

## **VIII. HOSPITALITY**

For catering we appreciate quality over quantity, and we do not require individual or VIP set-up.

- a) Venue is to provide the following backstage hospitality for six (6) people to be in place three (3) hours prior to each performance and remain in place until one (1) hour after each performance.
  - i) A selection of fruit juices and sodas (diet and regular)
  - ii) At least two dozen individual bottles of drinking water
  - iii) Coffee with milk and sugar
  - iv) Hot water and tea bags (including herbal teas) with honey served on the side
  - v) Fresh fruit and vegetables
  - vi) A selection of breads and bagels and condiments (peanut butter, jelly, cream cheese, etc.)
- b) Please provide a hot meal for the meal break before performance and between two or more performances. This should be ready to serve at least two hours before show time, and can be in any appropriate room backstage. If served before 11am, please include breakfast style entrée's such as eggs, yogurt parfait, fruit salad, etc. If served after noon, please include a several types of entrée including at least one vegetarian protein.

## **IX. CAST APPEARANCES**

Any cast appearance must be scheduled in advance. Actors are not available 1/2 hour before curtain, must have one (1) full hour break in between performances, and may have limited availability after final performance due to travel schedule. On the day of the performance, Vital stage manager reserves all rights to approve any requested appearance not agreed to in advance.

## **X. COMPLIMENTARY TICKETS**

Presenter agrees to make available to Company ten (10) complimentary tickets to each performance in

good locations until one hour prior to curtain. Company Booking Director will make every effort to release unneeded tickets at the earliest possible date. No comp tickets may be issued by the Presenter without prior written permission from Company.

#### **XI. PROGRAMS**

Use of programs is at the discretion of the Presenter. Presenter agrees to provide the Company's Booking Director with a proof of its program layout at least one week prior to Presenter's printing deadline in order for the Company to make any corrections and to ensure that the program is in compliance with the Company's contractual obligations. Failure to provide a program proof may result in Presenter's having to print inserts for the program.

#### **XII. BILLING & PUBLICITY**

- a) Absolutely NO advertising may begin until signed contract is received, without prior written approval from Company Booking Director. Presenter must start advertising of this engagement NO LESS than thirty (30) days prior to play date.
- b) Where Company is headlining, Company shall receive 100% sole star billing in all advertising and publicity, including but not limited to air time, newspaper and trade ads, flyers, posters, billboards, marquees, etc.

#### **XIII. MERCHANDISE**

We will require a seller (two or more depending on house size) and table space at the venue to sell and account for merchandise. We will either carry a quantity of merchandise, or arrange to have it shipped to the venue in advance. We will provide merchandise bank.

#### **XIV. FORCE MAJEURE**

Company's obligation to furnish the entertainment unit referred to herein is subject to the detention or prevention by sickness, inability to perform, accident, means of transportation, act of God, riots, strikes, labor difficulties, epidemics and any act or order of any public authority or any cause, similar or dissimilar, beyond Company's control.

Provided Company is ready, willing and able to perform, Presenter agrees to compensate Company in accordance with the terms hereof regardless of act of God, fire, accident, riot, strike or any event or events of any kind or character whatsoever, whether similar or dissimilar to the foregoing events which would prevent or interfere with the presentation of the show hereunder.

#### **XV. INCLEMENT WEATHER**

Notwithstanding anything contained herein, inclement weather shall not be deemed to be a force majeure occurrence, and the Presenter shall remain liable for payment of the full contract price even if the performance(s) called for herein are prevented by such weather conditions.

Company shall have the sole right to determine in good faith whether any such weather conditions shall render the performance(s) impossible, hazardous, or unsafe.

#### **XVI. PAYMENT, TICKET COUNT, PERCENTAGES, ETC.**

- a) The specific capacity, gross potential, and ticket price breakdown of the venue where Company is to perform under this agreement must be clearly printed on the face of the contract that this agreement is attached to.
- b) If there is any increase from the stated ticket price breakdown to the ticket price actually charged, or if more patrons are admitted than the capacity stated on the contract the Company will receive 100% of the difference between the contract price and amount of actual ticket charge and/or Company will receive 100% of the difference between the contracted capacity and the actual amount of guests admitted.
- c) A completed box office statement, signed by Presenter must be given to Company Stage Manager upon completion of engagement.

- d) A detailed box office statement is required.

This rider together with the contracts attached constitutes the entire agreement between the parties and shall not be amended, altered, canceled, or in any way changed except with written consent of Company. The Presenter is apprised and fully understands that all provisions of this agreement and compliance with all the requirements set for herein are essential to the proper performance of the Company and that the Company shall have no obligations to perform and will not perform in the event that all terms and conditions of this agreement are not adhered to. It is further understood that if Company is ready to perform and does not because of Presenter's breach, Company shall be entitled to the full amount which would have been payable in the event of performance.

The provisions of this rider are supplementary to the basic contract and where there shall be a conflicting provision, the provisions of this rider shall prevail.

**UNDERSTOOD AND AGREED:**

**For the Presenter**

**For Vital Theatre Company, Inc.**

|                         |                                                               |
|-------------------------|---------------------------------------------------------------|
| _____<br>Name and Title | <u>Stephen Sunderlin, Artistic Director</u><br>Name and Title |
|-------------------------|---------------------------------------------------------------|

|                    |                    |
|--------------------|--------------------|
| _____<br>Signature | _____<br>Signature |
|--------------------|--------------------|

|               |               |
|---------------|---------------|
| _____<br>Date | _____<br>Date |
|---------------|---------------|

**Local Technical Representative**

|                         |                       |
|-------------------------|-----------------------|
| _____<br>Name and Title | _____<br>Office phone |
|-------------------------|-----------------------|

|                    |                     |
|--------------------|---------------------|
| _____<br>Signature | _____<br>Cell phone |
|--------------------|---------------------|

|               |                         |
|---------------|-------------------------|
| _____<br>Date | _____<br>E-mail address |
|---------------|-------------------------|