

ASPEN SANTA FE BALLET

VENUE TECHNICAL REQUIREMENTS

INTRODUCTION

- The following are *minimum* standards required for an Aspen Santa Fe Ballet production. Final production requirements may change based on requested ballets within the ASFB repertoire.
- No alterations or substitutions can be made to these requirements without the prior approval of the production department of Aspen Santa Fe Ballet.
- Please contact the office of the Aspen Santa Fe Ballet at (970) 925-7175 if you have any questions and they will direct you to the proper personnel.

OVERVIEW

- Presenter will ensure that the stage area is clean and clear of obstructions with all wing and backstage space available for the company's sole use from ASFB tech crew's arrival through load out.
- Presenter will provide accurate and detailed technical specifications for the theater at least 60 days prior to the first performance. This includes: a section and plan view to scale, a lineset schedule, current lighting inventory, lighting circuit diagram and dimmer specifications.
- ASFB will not restore house at end of load out nor should local crew members be used for house restore until ASFB load out is complete.
- The presenter will provide a house Technical Director knowledgeable in all aspects of the theater as well as an experienced technical crew.

STAGE DIMENSIONS

- Company requires a performing area of 40 feet wide by 32 feet deep from the front curtain to upstage crossover. The minimum performing area is 36 feet wide by 28 feet deep from curtain to crossover.
- On-stage crossover must be at least 3' wide, free and clear of obstructions.
- Minimum of 10' free and clear wing space on either side.

ENVIRONMENT

- Stage area and dressing rooms must have an air temperature maintained between 70 degrees Fahrenheit (21 degrees Celsius) and 90 degrees Fahrenheit (32 degrees Celsius) from two (2) hours before any rehearsal or performance through the conclusion of the rehearsal or performance. Please note that a warm rehearsal and performance space is extremely important to the ability of the dancers to perform.

STAGE FLOOR

- ASFB requires a level sprung floor (in good condition) covered with a black marley type dance floor.
- ASFB requires a grey or white marley *in addition* to black, depending on the selected program.
- The edges of dance floor must be ramped to allow for safe dancer access and for rolling lifts and scenic or prop units.
- Stage is to be swept and mopped before each rehearsal and performance.
- The dance floor (including black marley) must be installed prior to the arrival of the ASFB tech crew.

FLY SYSTEM

- Battens should be at least 8' wider than the proscenium, with a minimum out trim of 25' for electrics and 22' for borders.
- There should be sufficient clearance to mask a 25' drop when flown out.
- House "Main" curtain. (Preferably 'guillotine')

SOFT GOODS

- 5 sets of black velour legs. (Minimum dimensions 25'h x 8'w)
- 5 black velour borders. (Minimum dimensions 50'w x 8'h)
- 1 full stage black velour curtain.
 - *may be a traveller with minimum dimensions of 50'w x 25'h.
- 1 black scrim (*at least* 50'w x 25'h)
- 1 white canvas or muslin cyclorama "bounce" at least 50'w x 25'h.
- 1 white plastic RP screen at least 50'w x 25'h, which will serve as a cyclorama.
- Additional black goods necessary to provide adequate masking.
- Softgood positioning will be determined after reviewing the lineset schedule.
- Softgoods should be hung prior to the ASFB production crew's arrival.

AUDIO AND VIDEO

These requirements are for recorded playback only. If the program requires live music, additional information will be forwarded. Any substitutions of equipment must be approved in advance.

- A professional quality house mixing console with four-band parametric equalization on channels.
- Main stereo sound system with the adequate equalization, processing, and delay equipment for the sound reinforcement in your facility. The house P.A. system should be capable of producing a continuous 100dB at a distance of 100ft from the stage.
- Stage monitor system consisting of 4 speakers, ideally located behind booms 1 and 3 on each side (exact positions to be determined by ASFB stage manager). Stage monitors should be controlled from FOH mixer on a separate post/pre-fader aux send.
- Separate 31 band graphic EQ for each monitor mix and main stereo mix.
- All electrical power and grounding for the entire sound system must come from a single one-phase source totally isolated from the power for lighting. All signal connections between mixing position and sound sources and speakers must be balanced and shielded.
- Mixer must be located in the same room as the public, with no obstruction between operator and speakers.
- One vocal microphone with a mute switch (preferably wireless)
- Two professional quality CD players at mix position, preferably with “auto pause” function.
- All appropriate cables, connectors, amplifiers, and power supplies should be provided for the above mentioned.
- Audio amps, P.A. stacks and the FOH desk should be positioned prior to the ASFB production crew’s arrival.

COMMUNICATIONS

A minimum of 7 headsets stations as follows:

- 1-Stage Right
- 1-Stage Left
- 1-Fly Rail
- 1-Sound Desk (sound operator)
- 1-Light (light board operator)
- 2-Followspot Booth (follow spot operators- *if needed*)

- If live music will originate from the orchestra pit, one headset should be added for this position.
- Dressing room monitor and paging system for all rehearsals and performances.
- Show program and announcements must be audible in all dressing rooms and green room.

LIGHTING REQUIREMENTS

All color is the responsibility of the presenter. No gel substitutions can be made without prior approval from the ASFB Lighting Supervisor. ASFB will provide all needed templates, however, template holders may be needed depending on house inventory.

- Lights must be hung and circuited according to the light plot provided by ASFB. No substitutions are to be made without ASFB approval. The plot must be hung, colored and wrung out prior to ASFB's arrival.
- A minimum of 5 electricians are required as well as the ability to hang one alternate electrician.
- A minimum of 150 2.4k dimmers are required.
- 8 on-stage vertical boom pipes at a minimum height of 8' should be available with 5 units per boom. For safety, booms must be weighted or bolted firmly to the deck. ASFB tech crew will determine final placement of side lighting positions upon arrival.
- Front of House positions must include a 'beam' or 'catwalk' for front light as well as a box boom position HL & HR.
- 2 followspots *may* be required. Followspots must be matched and have iris, douser and color 'boomerang', and they must provide coverage of entire stage. 2 additional operators will be required for tech rehearsal and show call, if used in program.
- ASFB travels with an Ion 1000 lighting control board outputting DMX 512 control signal. If this console is not compatible with the house lighting system, please contact the ASFB Production Department immediately. 2 monitors (either 2 DVI or 1 DVI + 1 VGA) must be provided.
- Occasionally, arrangements may be made to use the house console. Such arrangements will be made between the ASFB Lighting Supervisor and house Lighting Staff.
- The repertory lighting plot at any one time will include between 150-200 units, and will use between 120-180 2.4K dimmers.

The following lighting instruments are typical of our 2014 average rep plot and are minimum requirements:

22 - Source4 19deg or 6x16 @575w

36 - Source4 26deg or 6x12 @575w

78 - Source4 36deg or 6x9 @575w

48 - Par 64 MFL@1kw or equivalent, i.e. 4 color back wash @ 12k per wash

- 16- 3 cell Altman T3 Sky Cyc (or equivalent) to make a full stage 3 color cyc wash
 - 8- 6 cell Altman T3 Groundrow (or equivalent) to make a full stage 3 color groundrow wash
- **All lighting instruments to be equipped with safety cable and gel frame****

FOCUS

- One man-lift or rolling ladder capable of focusing electric pipes at a 25'-27' trim.
- Each lift or ladder should have a rope and bucket for color, templates, and spare lamps.

WORK & RUNNING LIGHTS

- Adequate work light for on-stage classes, rehearsals, and work calls.
- Running lights for the offstage and crossover areas. Lights should be colored (e.g. saturated blue) and either low-wattage or dimmable.
- All running lights, including board, rail, and safety lights, should be masked to prevent light spill on stage.
- A red "spotting" light at the rear of the house, in line with the centerline of the stage and at the eye level of the on-stage dancers.
- All lighting should be hung, cabled, and tested before the ASFB Production Crew's arrival.

HAZE AND EFFECTS

- ASFB may require the use of one DF50 hazer or equivalent.
- If the use of haze or fog effects conflicts with the house fire detection systems this should be communicated to the ASFB Production Department immediately.

HOSPITALITY

- Light refreshments for 14 people. Suggested items include: fresh fruit & vegetable platters, yogurt cups, nuts and granola bars, deli meat, cheese, soda and juice. Please provide vegetarian options.
- 2 cases of bottled water must be available back stage and in the hospitality area.

WARDROBE

- Access to at least 1 full-sized, fully operational washing machine and at least 1 full-sized fully operational clothes dryer.

- 2 rolling costume racks with hangers (in addition to dressing room racks)
- An area or room to serve as a wardrobe work room.
- One commercial sewing machine with a zigzag stitch. (such as a Berina 800)
- One steam iron.
- One sturdy and covered ironing board.
- One commercial steamer.
- At least 2-20A electrical outlets.

DRESSING ROOMS

Facilities for a minimum of 12 dancers with a roughly equal number of men and women, each with:

- A lighted mirror, a dressing table or counter space and chair for each dancer assigned to the room.
- A costume rack or some other method of hanging costumes.
- Sinks with hot and cold running water.
- Working toilets separated by gender and not shared with the public.
- Showers separated by gender with hot and cold running water.
- Audio monitors supplying live show program and paging announcements.
- Heating and/or air conditioning necessary to keep the dressing rooms between 68-90f.

COMPANY CLASS

- At least 4 ballet barres with a minimum length of 8' must be provided for all company classes.
- A boom box CD player with aux in and adequate volume must be provided for all company classes.

CREW REQUIREMENTS AND SCHEDULE

The following is a typical load in schedule with crew requirements. This is an example, and is not necessarily what will be needed for your venue or the requested repertory. Certain programming choices or theater specifications alter typical schedule and crew requirements. A specific schedule and list of crew requirements will be discussed as part of the technical advance.

This schedule is based on a COMPLETED prehang including:

- All electrics hung, colored, and rung out
- A sprung floor with black marley in place
- The sound system set up and checked

- All soft goods hung according to the lineset schedule

These items must be completed prior to the ASFB production crew's arrival.

The same crew must be available for all rehearsals and show calls.

This schedule is subject to change and mutual agreement.

ASFB Load in Schedule for 8PM Show

<u>Time</u>	<u>Event</u>	<u>Electrics</u>	<u>Carpenter</u>	<u>Sound</u>	<u>Fly Rail</u>	<u>Wardrobe</u>
2 days before performance						
9:00AM-6:00PM	Hang/color/circuit Floor	ASFB	Lighting	Plot/Lay		
Pre-Show Day						
8:00AM-1:00PM	ASFB Load-IN/Set Trims	*3	2		1	
1:00PM-2:00PM	Lunch					
2:00PM-7:00PM	Focus/Cue Show	*3	2	1	1	1
7:00PM-8:00PM	Dinner					
8:00PM-11:00PM	TBD-Lighting	*3	1		1	
Day of Show						
8:00AM-12:00PM	TBD-Tech Notes	3	2	1	1	
12:00PM-1:00PM	Lunch					
12:00PM-1:15PM	Company Class (on stage)					
1:00PM	Crew Call	3	2	1	1	1
1:30PM-4:30PM	Tech Rehearsal	3	2	1	1	1
4:30PM-5:30PM	Tech Notes	3	2	1	1	1
6:00PM-7:00PM	Dinner					
6:45PM-7:15PM	Warm Up (on stage)					
7:00PM	Show Call	3	2	1	1	1
7:30PM	House Open	3	2	1	1	1
8:00PM	Performance	3	2	1	1	1
9:30PM	ASFB Strike	3	2	1	1	1

**Number of needed electricians will vary depending on house rules for size of genie crew and operating restrictions. Calls should include 3 electricians in addition to required genie/operations crew.*

CONTACT INFORMATION

Please fill out the following information and return with this rider.

Performance Information:

Date: _____

Time: _____

Date: _____

Time: _____

Date: _____

Time: _____

Venue Information

Name of Venue: _____

Address: _____

City: _____ State: _____ Zip: _____

Presenter:

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone #: _____

Cell: _____

Fax: _____

E-Mail: _____

Technical Director:

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone #: _____

Cell: _____

Fax: _____

E-Mail: _____

Web Site Tech information: _____

Other Contact information: _____

What brand, type, and color of marley floor(s) do you have available?

Lighting Supervisor (if applicable):

Name: _____

Office Phone #: _____

Cell: _____

Fax: _____

E-Mail: _____

Other Contact information: _____

Outreach Information (if applicable):

Date: _____ Time: _____

Venue Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Other Contact information: _____

**Contact names and numbers of all theater personnel involved in the production are needed. Information should include phone numbers, emails, and any other useful contacts. This information must be included with this signed contract.*

COMPANY CONTACT INFORMATION

Aspen Santa Fe Ballet

0245 Sage Way
Aspen, Colorado 81611
Office (970) 925-7175
Fax (970) 925-1127
www.aspensantafeballet.com

Your signatures below will signify your acceptance of our technical conditions.

Presenter's Executive Director

Name: _____

Date: _____

Signature: _____

Presenter's Technical Director

Name: _____

Date: _____

Signature: _____