

Technical and Touring Specifications

THIS IS EDEN

Emily Goddard

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Document History

Version No.	Date Created	By Whom	Alteration
01	04/05/2016	Emily O'Brien	Creation of Initial Document
02	10/10/17	Emily Goddard & Romanie Harper	Update of tech specs for touring
03	12/11/17	Emily Goddard	Update of Producer details
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06			
07			
08			
09			
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Introduction

Performance Agreement

This Technical and Touring Specification is an integral element of any Performance Agreement negotiated, and each page must be initialled, and the document signed below, by the designated representative for the Presenter and the full document returned to the Producer as an appendix to the executed Performance Agreement.

Should there any need to vary the technical requirements, this must be negotiated with the Production Manager before the Performance Agreement is executed.

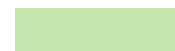
Signed: _____

Name: _____

Role: _____

Date: _____

For clarity, this rider details all items the **PRESENTER** is required to supply in a green box:



The items that the **TOURING PARTY** will tour with them are marked in a blue box:



General Information

Contacts

Producer	
Name	Tahni Froudist
Role	Producer
Phone	0402 602 208
Email	tahni@tahnifroudist.com

About the Project

TBC

Marketing Information

For documentary, archive and marketing purposes, the artist may film and/or photograph performances. This is done in line with applicable local union and governmental regulations regarding notification of audiences and compensation of local staff, where required. Please let us know, in advance, what venue-specific requirements need be put in place before the filming and/or photographing of any performance.

The artist requires approval and signoff of all marketing materials that feature this project, to ensure that company style guides are adhered to and that all contractual and branding obligations to funders, sponsors and partner organisations are met. We will ensure a fast turnaround.

Please contact the Producer for high-resolution publicity images and film-clips, reviews and other information.

General Information

Touring Company

Touring Company – requiring of accommodation & ground transport

Touring Creative & Production Team

Creator/Performer	Emily Goddard	Production/Stage Manager	TBC
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*LXD tours if negotiated with presenter – all other touring company are required.

Original Company – for Accreditation and Marketing purposes

Creative & Production Team

Creator/Performer	Emily Goddard	Set & Costume Designer	Romanie Harper
Director	Susie Dee	Sound Designer/Composer	Ian Moorhead
Dramaturg	Mark Wilson	Production/Stage Manager	Emily O'Brien
Lighting Designer	Gina Gascoigne		

Accommodation

The Presenter is to provide a single-room in minimum three and a half star accommodation for each member of the Touring Party. This is a requirement of the Australian Live Performance Award 2010.

For stays of one week or longer, accommodation with cooking facilities is ideal.

Local Travel and Ground Transport

Ideally the accommodation provided should be walking distance (no more than 10 minutes) from the venue (or easily accessible via public transport, with no longer than 15 minutes commute between accommodation and venue).

Should this not be possible, the Presenter is to provide adequate ground transport (such as a venue pool car, hire car or taxis) for use by the Touring Party.

General Information

General Information and Warnings

This show can be performed up to 8 times per week, with both matinees and evening shows possible (a turnaround of at least 120 minutes (2 hours) between performances is required). The performance is appropriate for people over the age of 15 years.

Interpreters

In locations where English is not the primary language, the Presenter must make at least one interpreter available to the Production Staff at all working times. This includes all work calls, rehearsals and all performances. The interpreter/s must be completely bilingual (English and local language) and familiar with technical theatre terminology. Under NO circumstances may the interpreters be members of the working crew.

Performance Rider

Please ensure that filtered or bottled water is available to the Touring Party during all production and performance calls (bump-in, rehearsals, performances and bump-out).

Access to a refrigerator, tea and coffee making facilities is appreciated.

Safety and Insurance

The continued safety of all persons involved with the production is of the utmost importance.

A full Risk Management Plan is available from the Producer, upon request.

The Touring Company will have in place appropriate levels of insurance; including (but not limited to) Travel Insurance, Public Liability Insurance, Theft & Damage Insurance, Freight Insurance.

Please contact the Producer for copies of Certificates of Currency.

FOH Information

The show runs for approximately 75 minutes, with no interval.

Audience Numbers are defined by the scope of the venue.

No latecomers are permitted.

Note for FOH: the performance starts in the foyer and patrons are led into the theatre by the performer.

Scheduling

Generic Production Schedule

A detailed production schedule will be provided. Below is the generic schedule – Touring Company will be present for all of Day One and Day Two Activity. PLEASE NOTE – This schedule is negotiable and a same day bump in is possible where necessary.

DAY	TIME	ACTIVITY	CREW
Pre-Rig Day	TBC	- Pre-Rig Lighting as shown in provided plans	LX Crew as required
	TBC	- Pre-Rig Audio as shown in provided plans	Sound Crew as required
Day One of Bump-in	08:00 – 13:00	- Unload Freight - Install Set and Water Systems - Install touring LX and audio components	1x Stage Crew 1 x LX Crew
	13:00 – 14:00	Lunch Break for All Crew	
	14:00 – 18:00	- Complete Lighting Focus	1 x LX Crew
	18:00 – 19:00	Dinner Break for All Crew	
	19:00 – 23:00	- Lighting and Sound plotting/hold time	1 x LX Crew
Day Two of Bump-in	9:00 – 12:00	- Lighting and Sound technical hold time - Prep for Dress Rehearsal	1 x LX Crew
	12:00 – 12:30	Lunch Break for All Crew	
	12:30 – 14:00	- Prep for Dress Rehearsal	1 x ASM
	14:00 – 15:30	- Dress Rehearsal	1 x ASM
	15:30 – 17:00	- Turnaround to top of Show	1 x ASM
	17:00 – 18:00	Dinner Break for All	
	18:00 – 19:00	- Turnaround to top of Show	1 x ASM
	18:30 – 19:30	- Performer warm-up onstage	N/A
	20:00 – 21:00	- PERFORMANCE	1 x ASM
21:00 – 21:30	- Post Show Checks and Pack Down	1 x ASM	

Performance Day

DAY	TIME	ACTIVITY	CREW
Performance Day	2 hours prior	- Technical Preset and Prep - Performer Warm-up onstage	1 x ASM
	60 min show	- PERFORMANCE	1 x ASM
	Postshow	- Post Show Checks and Pack Down	1 x ASM

Bump-Out/Load-Out

DAY	TIME	ACTIVITY	CREW
Performance Day	3 hours	- Load out all Touring Company equipment	2 x Stage Crew 2 x LX Crew

Venue Specifications

Venue Specifications

The show is designed with tourability in mind. It can be performed in a black-box or proscenium arch venue. A flat (unraked) floor is required, with a minimum 6m (from US Wall to front of Seating Bank) in depth and 8m in width of clear stage space. A trim height of 5m minimum to the underside of the lighting bars is desirable. Ideally, the venue will have fly bars or truss – if not, additional staff may be required for bump-in and out. The venue must be able to be blacked out fully, at all times.

It is expected that the venue's Technical Specifications and Plans, as supplied to the Touring Company, are up-to-date and all listed elements available for use by the Touring Company. Please inform the Producer as soon as possible if any elements are unavailable or not as described.

Please supply all plans in both .DWG and .PDF format and technical specifications in .DOCX or .PDF format.

Back-of-House Requirements

The Presenter is required to supply:

- Dressing Room Facilities for 1 Performer (one female), as per the details below
- Laundry Facilities (with iron, ironing board, washing & drying facilities for laundering costumes)
- Production Office Facilities (with desk, chair, internet access)

All dressing rooms must have: mirrors, a bench/table and chairs, toilet and shower facilities, hanging rails for costumes, and lockable doors. Please advise if any of the above will not be possible.

Vehicle Access

Freight is dependant upon the destination venue, but large vehicle access may be required for the delivery of the touring show components by the freight forwarding company. Please let us know in advance of any special circumstances so we may prepare accordingly.

Storage

Some onsite storage will be required (approximately 4 m³) for freight cases, tool kits, packaging etc.

Staffing Requirements

Please note: all final staffing arrangements should be confirmed with the Production Manager prior to the arrival of the Touring Party and after consultation of the venue-specific Production Schedule.

Technical Staffing

The Touring Company will include the following Production/Technical Staff:

- Production/Stage Manager – all calls (operates audio)

The Presenter is required to supply the following Production/Technical Staff:

Bump-in

- 1 x Lighting Staff (for 12-hours) to assist with installation of touring lighting components & focus
- 1 x Mechanist/Staging Staff (for 5-hours) to assist with installation of touring set components

Rehearsal and Show Calls

- 1 X ASM – We require an ASM to be backstage to assist with 2 quick changes. In past seasons this person has been a member of venue staff or a student/volunteer.

Bump-out

- 1 x Mechanist/Staging Staff (for 2-hours) to assist with removal of all set and touring elements

It is expected that all staff will be sufficiently experienced in their areas of expertise to complete the aforementioned tasks in the time allotted. If the staff is inexperienced, please allow for more staff, in order to complete these same tasks on schedule. All staff should carry hand-tools appropriate to their task allocations, and wear appropriate clothing and footwear for the task at hand.

Audience Ushers

The Presenter is required to supply:

- Appropriate numbers of Ushers as required for the audience size and layout of the venue

Technical Requirements

Staging and Masking

The Touring Company will provide the following:

- Staging Set-up: 3 x 2m x 1m stage decks at 200mm, above-stage frame hung from grid
- Bed and Stage décor (buckets etc)
- Rain System with pipes and pumps for onstage rain effect

The Presenter is required to supply the following (or local equivalent):

- Rigging/Pipe as required to hang the stage roof structure above the stage (see photos)
- Black Legs and Border as drawn on venue-specific plan
- Access to plumbed water for stage rain effect
- Consumables as required to install the show

Power

For performances outside of Australia, appropriate adaptors and power transformers must be supplied for operation of practical set electrics and Audio/AV equipment: clean transformation and adaptation of 12 circuits of 240V, 10amp power are required.

Audio

The Touring Company will provide the following:

- 1 x Macbook Pro running QLab (drive system)
- 1 x MOTU Ultralite MK3 Audio Interface

The Presenter is required to supply the following (or local equivalent) for approx 100-150 seat venue:

- PA System as appropriate to the venue
- FOH Audio Console as appropriate for PA

Technical Requirements

Lighting

A full lighting plan will be provided to the Venue, at least two weeks prior to bump-in. It is expected that a pre-rig will be completed prior to the company's arrival (if this is not possible, alternative arrangements can be made by speaking with the Technical Manager). The venue-specific plan will utilise as much of the venue's in-house stock as possible and minimise external hires wherever possible. Any fixture substitutions must be approved by the Production Manager.

It is expected that all fixtures will have doors/shutters as appropriate, safety chains and colour frames and be in good working order. It is essential that we are able to achieve a good blackout in both the auditorium and on stage. All exit signs, lights, working lights etc in the house and on stage must be either reduced to the lowest safe level allowed, or switched off totally in order to facilitate this.

The Touring Company will provide the following:

- Venue specific lighting plan
- Lighting fixtures for underneath stage decks (waterproof)

The Presenter is required to supply the following (or local equivalent):

- All fixtures as listed on the Venue specific lighting plan
- LX Console (show files are native ETC (.esf) so ETC console is preferred)
- All colour/gel as listed on the lighting plan – substitutions must be negotiated with the PM
- All cabling as required to deliver the design

Green Policy

Emily Goddard has a strong environmental ethos and as such we have a series of goals for achieving a lesser footprint on our tours.

Energy Goals

- That dressing room lights and air conditioning/heating are not turned on until we arrive, unless we specify due to performance requirements
- That all unnecessary venue and stage lighting and equipment are turned off when the venue is closed.
- That stage sound, lighting and screen equipment that can be turned off between our final check and the half-hour before our performance time.

Waste Goals

- That there are recycling facilities for paper, cans, plastic and glass available backstage and in all dressing rooms.
- If the venue collects biodegradable waste that bins are in our dressing rooms.
- That ashtrays and/or butt bins are provided in smoking areas

Catering (if organised by the Venue) Goals

- Only food requested is provided so there will be no wastage and uneaten leftovers.
- That every effort is made to provide organic, locally and seasonally sourced food with minimal disposable packaging.
- That reusable crockery and cutlery are used and disposable ware is avoided.
- That unopened drinks are not thrown away.
- That taps or bulk water dispensers are conveniently available to our crew and performers at all times to re-fill water bottles.

Marketing Goals

- That where possible digital marketing is used in place of print and that any print runs are minimised.

General Goals

- The venue is measuring and managing its environmental impacts, specifically: energy, water, waste and audience travel, and will provide data to the
- The venue shares with us any information it has on local green suppliers e.g. taxi companies, hotels.