



Thurgood Technical Requirements

STAGE/FACILITY REQUIREMENTS

Walnut Street Theatre (WST) requires a minimum stage of 30 feet x 30 feet (not including wing space). The surface of playing area should be free of protruding objects, obstructive cracks, holes, and splinters. If floor is not wooden and/or is of uneven quality, a black dance floor should be used.

WST requests the use of black masking, to include 4 legs, 2 borders, and a full stage blackout curtain. Additionally, the backstage area should include a clear crossover space, two large tables for props, at least two chairs, and drinking water within east access from the stage.

Full technical specifications of the venue must be supplied **when the contract is returned** for WST approval prior to signing by WST representative. These specifications should include:

- Contact name, addresses, phone, and e-mail for technical director or production management
- A ground plan of the performance space detailing dimensions
- A line set diagram or grid plot detailing heights and distances
- An inventory of available lighting and sound equipment
- An inventory of available soft goods and any information showing existing positions and ability to move, including cyclorama, full stage black, legs, and masking.
- Details of load in areas and parking
- A local map and information such as restaurants open after 10pm, local medical emergency facilities, taxi firms, health and fitness facilities, dry cleaners, and any other relevant local information

NOTE: Venue **MUST** provide the name, address, location, and route from the theatre to the nearest Emergency Medical Facility, as well as posting this information next to the telephone nearest the stage manager's running position.

Scenery & Load In

WST will travel with a free standing or light weight hanging set. The set will be constructed and dismantled by the venue stage hands during the designated load in and load out times under the advisement of the WST's Stage Manager and Technical Manager.

WST requires full and uninterrupted access to the performance space, dressing rooms, wardrobe facilities, green room, and company office 10 hours prior to the first performance. If first performance is to be held during the day, performance space must be available the evening prior to performance. The company reserves the right to hold a dress rehearsal prior to the performance.

Lighting

WST does **NOT** travel with lighting equipment and it is the responsibility of the presenter to hang, focus, and operate lights that are as close as possible to the lighting plot provided by WST. Lighting **MUST** be hung, cabled, colored according to the final lighting plot and paperwork that WST will send at least two weeks prior to the performance.

WST will travel with a USB drive containing the show file with patching from an ETC Element console, with show compatibility for EOS or ION systems. The Venue should provide WST with a compatible console. Focus will occur during the load in process and will be managed by WST's Technical Manager and Stage Manager.

Sound

Venue must provide a house sound system consisting of (minimum requirements): a mixer with at least 8 channels (1/4" and XLR connectors available), necessary mic cable runs, amplifier(s), equalizer, house speaker system, and two on stage monitor wedges. WST will provide specific sound requirements at least two weeks prior to the performance.

A house communication system with six headsets for board operators and on stage personnel is required with cables and plugs as necessary. WST also requests a "god" mic for use by the Stage Manager during the technical rehearsal, and table space for laptop, prompt book, light, and access to an Edison outlet at their position.

It is the venue's responsibility to provide audio support and reinforcement for the production. WST may utilize the venue's body-mic system. For sound and video effects, WST travels with a Mac computer containing the complete QLab File.

Please ensure all sound equipment is setup and tested prior to WST's arrival.

Wardrobe/Dressing Rooms

The venue must provide two clean, lockable, private dressing rooms capable of accommodating one actor/WST staff comfortably.

Each room must have:

- Nonpublic access to the performing area
- Make-up lights and mirrors, chairs and tables, and costume rack
- Nearby lavatory with a sink with hot and cold running water and at least one hot shower
- Uninterrupted access to dressing rooms throughout the duration of the residency at least six hours prior to the first performance
- Access 3 hours prior to each subsequent performance and 1 hour following each performance.
- One sanitary sleeping cot or couch

WST will also need access to a washing machine and dryer, a steamer, an ironing board and steam iron, a sewing kit, two moveable dressing mirrors, and two moveable costume racks. If laundry is not available at venue, venue will have laundry done off site at a local laundry facility at their expense.

PERSONNEL

The venue must designate a Technical Director with decision-making authority to be present, responsible to, and accessible for consultation at all crew calls. They must also provide crew members (listed below) familiar with the venue, as well as knowledgeable of current theatrical terms, equipment, conditions, and safety requirements.

If Venue's contract with a local crew requires other than what is specified herein, or is obligated under any contract or binding agreement as such, please contact Geodesic Management, and include a copy of the local crew contract with the facility information packet or questionnaire.

Call times for tech and shows are estimates and will vary based on schedule and be specified in itineraries provided one week prior to the engagement.

| Crew Type | Company Load In / Tech (10 hours prior to curtain) | Show Call (2 hours prior to curtain) | Load Out (2 hours) |
|------------|---|---|-----------------------|
| Electrics | 1 | 1 (board op) | 1 |
| Stagehands | 4 | 1 (run crew) | 4 |
| Sound | 1 | 1 (board op) | 1 |
| Wardrobe | 1 | 1 (run crew) | 1 |
| Total | 7 | 4 | 7 |

The venue must provide one wardrobe assistant capable of assisting the company with wardrobe duties such as show washing, steaming, costume maintenance, dressing, and minor repairs.

HOSPITALITY & ACCOMODATIONS

Venue is to provide the following backstage hospitality for three people to be in place three hours prior to each performance and remain in place until one hour after each performance.

- A selection of fruit juices and sodas (diet and regular)
- At least six individual bottles of drinking water
- Coffee, hot water, and tea bags (including herbal teas) with milk, sugar, and honey served on the side.
- Assorted fresh fruit and vegetables
- A selection of breads or bagels and condiments (peanut butter, jelly, cream cheese, etc.)

Venue must provide a catered, hot meal 2.5 hours prior to performance to be served in the theatre in an appropriate room. Acceptable dishes include chicken, fish and pasta. No spicy foods or heavy cream sauces. Steamed vegetables, fresh fruits, rolls, dessert choices, etc should also be provided. A vegetarian dish must be included in addition to a regular non-vegetarian hot meal selection when requested. The menu is to be approved by the WST company manager one week prior to the engagement.

Hotel Accommodations

WST requires three single non-smoking rooms in a top quality hotel with the following:

- A restaurant with room service available
- Free high speed internet access and free local and 800 # phone calls
- Parking, and an exercise room and/or indoor pool if possible
- Rooms off interior halls (no rooms opening to parking lots or swimming pools)

Established chain hotels such as Marriott, Sheraton, Hilton, Hyatt, Radisson, Wyndham, Holiday Inn, etc. are acceptable. No motels or motor lodges. Accommodations will be required on all performance days and one additional day for load-out/in technical rehearsal if required. It is preferable that the hotel be within a fifteen-minute drive of the venue whenever possible, and close to restaurants open late.

We will accommodate the company in: _____
Hotel Name Hotel Phone

Drive time from this hotel to our venue is _____.

Ground Transportation

When arriving by air, venue must provide one oversized van or suitable truck for set, props, costumes, and one 5-passenger vehicle to accommodate three people plus their luggage. This must be provided for transportation to/from the airport to the hotel, and from the hotel to venue for all rehearsals, performances, residency activities, load-in, etc.

If a van or truck is not provided, venue must reimburse WST to rent appropriate transportation for the set/props/costumes, and staff transportation.

Presenter will be contacted approximately 30-45 days prior to performance date to discuss transportation details or a rental reimbursement option. All travel and hotel arrangements must be finalized no later than **four (4) weeks** from artists' arrival date.

Please list the airports to which you are able to supply transportation and also list the approximate distance and time from airport to venue.

| Airport | Distance/Time |
|---------|---------------|
| _____ | _____ |
| _____ | _____ |

Parking

When arriving by vehicle, WST must have access to the loading dock during load-in/load-out times. Two parking spaces (or permits) for a large van close to the theatre must be available to WST at all times for the duration of visit. If parking is not provided, the venue is responsible for making alternative arrangements and paying any associated fees.

Office Space

WST requests a private area with desk, chair, phone, computer with Internet access, and printer for use by Stage Managers and Technical Director. This area should be as close to the performance space as possible.

PERFORMANCES & PUBLICITY

House Control

The WST Stage Manager will assume on-stage control in collaboration with venue technical director whenever WST members are present on stage.

The house will not open until clearance has been given directly by the Stage Manager.

The Stage Manager will not begin the show until given front of house clearance by designated venue Front of House Manager. However, in the event of the house being held more than 10 minutes past the contracted start time, venue will be responsible for any overtime incurred by WST members as a result of any hold.

Morning Performances

In the event that a morning performance is held the day after an evening performance by WST, the venue will ensure a 14 hour overnight gap from the time of curtain down to the time of curtain up the following morning. This is to allow facilitation of the Union 12 hour overnight gap rule, allowing for costume removal, two-way transportation to hotel, and warm up. Any venue that schedules an earlier performance or workshop will be responsible for any overtime charges incurred by WST.

Publicity

All references to Walnut Street Theatre in paid or unpaid print advertising, announcements, house-boards, flyers, posters, publicity releases and any other promotional materials for the services above shall be as follows (example):

Walnut Street Theatre, Philadelphia, PA, Bernard Havard, Producing Artistic Director, presents, Thurgood by George Stevens Jr.

All programs shall include in bold face type on the credit page the following note: "The taking of photographs or operating of recording devices during the performance is strictly prohibited."

Venue agrees to provide billing for the work, the author, the artists, the stage managers and artistic staff as per information WST will provide three (3) weeks prior to the engagement.

Performance Rights

WST affirms that it has the performance rights for all plays in the touring repertory and the venue will not be liable for any claims, suits or judgments by playwrights or their representative.

MASTER CLASSES/RESIDENCIES

Should the contract specify master classes or residencies, the following will apply.

Content

A variety of master class and residency options will be made available to the presenter two months prior to the engagement. Study Guides will be provided to the presenter. The presenter IS authorized to make copies and distribute them. Class duration will vary based on class selection. As a rule, 45-90 minutes will be scheduled. In the case of a talk-back immediately after the show, the length will be 20-30 minutes.

Space Requirements

Classes require a suitable rehearsal, stage or classroom space large enough for the entire group to move comfortably. The room should be private and quiet and preferably not in the same space as the public performance.

Participants & Assistance

TBD based on content and number of Teaching Artists. As a rule, one teaching artist is appropriate for a class size of 8-12 students. Age of students may vary due to content, but will typically be ages 12 – adult. Post show talk-back's or panel discussions may be scheduled for larger groups. Participants should wear comfortable loose clothing and be prepared for basic movement.

At least one staff or faculty member must be present to actively assist the teaching artist. In a public school setting the assistant must be a certified teacher.

Transportation

Teaching Artists' will require local transportation, preferably with an escort from hotel or venue to/from class location.

This rider is an integral part of the contract. Venue should call WST management if there are questions or if there are terms or conditions which venue anticipates difficulties in arranging.

Local Presenting Organization Date

Keith Barber Date
Geodesic Management

Mark D. Sylvester, Managing Director Date
Walnut Street Theatre