

Shakespeare LIVE! Technical Rider

Technical rider to the performance contract between Presenting Organization (“Presenter”) and The Shakespeare Theatre of New Jersey (“STNJ”). This document should be signed along with the contract, and a copy given to the principal, vice-principal, or other administrator responsible for the school or venue’s facilities. A signed copy must be returned to STNJ at least one week in advance of the performance date.

It is our goal to provide a safe, effective, outstanding professional theatre experience for your venue and audience. In order to do so, each of the following technical requirements must be met. Your cooperation and advance preparation will ensure an effective presentation at your school or venue. **If you represent a school or volunteer organization with limited technical capabilities, don’t worry. We will work with you to solve your concerns to the best of our ability, however, it is crucial that you discuss these concerns with us well in advance of the show to avoid cancellations.** If you have any questions about the contents of this rider, please contact the Education Department at (973) 408-3980.

STAGE/PERFORMANCE AREA:

- The company requires an indoor performance area that is at minimum 20 feet deep by 25 feet wide. This space should be cleared of all obstructions (including tables, chairs, boxes, orchestra or gym equipment, etc.) and swept/mopped prior to the company’s arrival.
- Height from the stage floor to the ceiling or any overhead obstruction (such as hanging lights, beams, ductwork) must be at least 14 feet.
- Performances cannot be adapted for smaller spaces.
- A trash can is required in the performance area.
- *Shakespeare LIVE!* is designed to be viewed from the front. Please refrain from seating audience members at a steep angle or to the side of the performance area.

LIGHTING:

- Although theatrical lighting is not required, the entire performance area must be sufficiently well-lit to provide safe and effective visibility. If the Tour Manager deems the lighting to be insufficient, he or she may cancel the performance without refund. Be sure to check and replace all burnt-out light bulbs prior to the company’s arrival.
- A custodian, staff member or student technician must be present when the company arrives to show the Tour Manager how to access and control the lights.
- If the venue has stage lights, the company requests a bright, even, full-stage wash with ample front and top light. Cues are not required. All lighting adjustments during a performance must be authorized by the Tour Manager.

SOUND:

- The company travels with a self-contained, portable sound system which is operated by the Tour Manager. A standard three-prong electrical outlet is required, in close proximity to the performance area. If the outlet is not easily accessible, an extension cord of appropriate length must be provided as well.
- The Tour Manager may choose to operate the sound system in front or to the side of the performance area. A small, portable table and chair are required for this purpose.
- In larger venues, it may be preferable to plug our playback source into a house sound system. If this is the case, the Tour Manager will still operate the sound, but a staff or student technician must be present throughout the load-in and performance to assist.
- Due to the nature of the performance, the company will not use body mics for voice amplification. The presenter may choose to use its own floor mics or other amplification, as long as they do not interfere with the performance, which shall be at the Tour Manager’s discretion.

LOAD-IN/LOAD-OUT:

- A clear path is required from the load-in area (wherever the company will park to unload) to the performance space. All necessary gates/doors should be unlocked upon the company's arrival.
- The performance space must be exclusively available to the company for 60 minutes prior to the performance, and for 30 minutes following the performance. No classes, clubs, rehearsals, or other activities should be scheduled in the space during this time.

PARKING:

- The company requires parking for one large passenger van with 10-foot trailer and 1-2 standard cars in close proximity to the performance space.
- If these vehicles cannot remain in the loading area during our time at the venue, the presenter must notify STNJ in advance, and make other parking arrangements for the company.
- The presenter shall be responsible for delayed performances and/or parking fines or tickets incurred as a result of incomplete or incorrect parking/loading information provided by the presenter.

TRAVEL/DIRECTIONS:

- Detailed driving directions to and from the nearest major highway/s must be provided by the presenter at least 48 hours prior to the performance. Please note that we cannot travel on the Garden State Parkway north of Exit 105, so your assistance in providing an alternate route to your venue is appreciated.

HOSPITALITY:

- **Changing Room:** The company requires one clean, well-lit, private, secure (lockable) room in reasonable proximity to the performance space for their use as a changing room throughout their time at the venue. This room must reasonably accommodate 10 standing adults. A classroom or office is acceptable as long as the presenter provides adequate privacy by covering windows and doorways, and ensuring that there is NO foot traffic during the company's time at the venue. Please note that a public restroom or locker room is NOT acceptable for this purpose.
- **Bottled Water:** The presenter must provide the company with at least ten (10) 16oz. bottles of drinking water at room temperature prior to each performance.

PERFORMANCE TIME/TALKBACK:

- The company will arrive to set up approximately 60 minutes prior to performance.
- Students/audience should be seated no less than 5 minutes PRIOR to performance.
- Each performance will last 60-65 minutes. The company will conduct a talkback/Q&A for 15-20 minutes following each performance. **Please allot at least 75-80 minutes for each event.**
- The Tour Manager may delay the start of the performance at his or her sole discretion if technical requirements have not been met or if the actors' safety is at risk in any way.

GENERAL:

- For school performances, the company requires at least one teacher/chaperone/staff member for every 35 students. They must remain in the performance space for the entire duration of the performance, and should be distributed throughout the group of students (not gathered at the back or sides).
- All systems that produce excessive noise (HVAC, school bells/buzzers, PA announcement systems) must be turned off or silenced in the performance space.
- Classes or activities adjacent to the performance space (particularly gym or music classes) must be quiet during the performance.
- The use of cameras or any other type of recording device during the performance is expressly prohibited without prior written permission from STNJ.

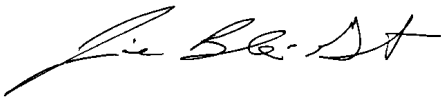
PERFORMANCE INTERRUPTIONS/CANCELLATIONS:

- The Tour Manager shall have the authority to stop or cancel a performance at any point if he or she feels the actors' safety is at risk due to technical factors onstage, environmental conditions in the space, or the reactions of the audience (including excessive noise which might inhibit the actors from reasonably hearing one another).
- **If the presenter is unable to fulfill any of the requirements specified above, the Tour Manager may cancel the performance at his or her discretion, without refund.** The presenter shall be responsible for any unpaid balance.
- If the presenter fails to submit a signed copy of this technical rider to STNJ by one week prior to the performance, the performance is also subject to cancellation at STNJ's discretion, without refund.

In signing, Presenter agrees to all of the conditions listed above, and understands that this document replaces any and all earlier technical documents regarding the *Shakespeare LIVE!* touring company.

The Shakespeare Theatre of New Jersey

Presenter



Jamie Brink-Grant, Assoc. Director of Educ.

Date: 10/9/09

Date: _____

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