



BALLET FANTASTIQUE

GENERAL TECHNICAL REQUIREMENTS *for* BALLET FANTASTIQUE

The following are the general space, technical and other production requirements for Ballet Fantastique. If any production requirements are incompatible with physical limitations of your venue, we will discuss solutions well in advance of the performance, working together to identify items in this rider which cannot be reasonably met and to mutually agree to amendments as may be required. Ballet Fantastique will be cooperative and flexible. Specific technical considerations to adapt the production to your venue should be communicated in advance with our Production Manager. The theater(s) and other spaces provided by the Presenter for all performance and other activities during the engagement should conform to commonly accepted industry standards of safety and sanitary conditions.

AVAILABILITY

- **Specifications:** Ballet Fantastique needs accurate and detailed technical specifications for the theater at least 60 days prior to the first performance. This includes light plots, a line set schedule, lighting inventory, lighting circuit diagram and dimmer specifications, etc. Venue is responsible for any and all technical requirements detailed here. If changes are to be made to Ballet Fantastique requirements, venue technical staff is responsible for creating paperwork (plots and schedules) and communicating proposed documents with Ballet Fantastique technical staff. All changes/adaptations of tech specifications must be approved in writing by Ballet Fantastique's technical staff.
- **Access:** The theater and stage (including rehearsal studio, off stage areas, fly space, loading dock, and dressing rooms), cleared of other equipment, should be made available for the sole use of Ballet Fantastique from four hours before the scheduled in-theater service until two hours after the last service. All necessary house and/or rental equipment shall be installed and in working order BEFORE the start of Ballet Fantastique load-in. This will generally require a preparation (or "pre-hang") day in the space before the arrival of Ballet Fantastique personnel.
- **Restore:** Ballet Fantastique will not restore house at end of load out. If possible, it is preferred that local crew members are not used for house restore until Ballet Fantastique load out is complete; again, we will be cooperative and flexible. Thank you!

STAGE & FLOOR REQUIREMENTS

PROSCENIUM-TYPE STAGE HOUSE (PREFERRED)

- **SIZE:** Most desirable stage size (dance area): **Minimum of 35' of width** at the proscenium, and **25-35' of depth** from the plaster line to the last available pipe, with no obstructions. Smaller and non-standard stages may require special programming in some cases (production-dependent).
- **WING SPACE:** Minimum 4'-0" wide clear wing space on each side of the stage.
- **Tables:** Two tables are requested (one on each side of the stage) for props, costume accessories, etc.
- **Markings:** It is helpful to have the path to each side of the stage clearly marked with signage/arrows; thank you!
- **Crossover:** Unless otherwise coordinated with Ballet Fantastique's production crew, a crossover between the back wall of the theater and the cyc (minimum of 3') or a hallway at stage level is preferred. Specifications:
 - All crossover space should be clear and safe for bare feet.
 - To avoid trip and safety hazards, all cables should be dressed in crossing areas after focus is complete.
- **Quick Change Booths:** Unless dressing rooms are immediately adjacent to the stage, two (2) private enclosures (approximately 4' x 4') for quick changes are requested immediately off stage (one on each side of the stage—Stage Right and Stage Left), or within a convenient distance from the stage.

FLOORING REQUIREMENTS

- **SUB-FLOOR:** Under no circumstances can Ballet Fantastique's ballet artists perform on a floor laid directly over concrete, stone, or tile. Stage must be "sprung"; that is, between the stage floor and its under-supports, there must be space filled with flexible members usually known as "stringers" or some other means of making the stage a flexible, safe and danceable surface.
- **Stage Area:** The stage must be a smooth, clear unbroken wood surface, free of cracks, breaks, splinters, nails, screws or other impediments to safe work by dancers. The stage floor MUST be swept, dust mopped, and cleared of all debris and hardware immediately before installing the dance floor (see below).
- **Dance Floor/Marley:** See below.
- **Rosin:** Ballet Fantastique travels with standard rosin used in standard boxes on both sides of the stage (to be provided by Ballet Fantastique).

DANCE FLOOR/MARLEY:

_____ PROVIDED BY BALLET FANTASTIQUE
_____ PROVIDED BY PRESENTER (Please note gray or black)

If provided by Presenter (e.g., out of state/out of country appearances):

- *Black or gray, commercial vinyl dance flooring (Rosco, StageStep, Harlequin, etc.)/Marley must be laid over the dancing area. Unless otherwise coordinated with our production team, marley should cover an area at least 35' wide and 25' deep, and is preferred to be laid horizontally, laid flat with no bumps or wrinkles.*
- *Marley surface must be cleaned of all tape marks and residue.*
- *Center, quarter, and other needed spike marks will be designated by Ballet Fantastique.*
- *Tape: Marley seams should be taped in the appropriate floor tape matching Marley color (e.g., black or gray); please note that floor tape in lieu of gaffe tape is preferred, if possible.*

MASKING & SOFT GOODS REQUIREMENTS

House soft goods requirements include house availability/pre-hang of:

- **Main Curtain:** Main curtain required except by prior communication with Ballet Fantastique.
- **Side Masking:** Adequate side masking preferred; negotiable with the capacities of the theater (at least three pairs of legs, tabs and borders, preferably black velour).
- **Blackout curtain:** Blackout curtain preferred upstage to mask the area behind the backdrop.
- **Other Masking:** Ample masking for overstage (borders or teasers) and offstage areas.

Additionally, lines should be available to hang the following soft goods provided by Ballet Fantastique at load-in:

- **Backdrop:** Backdrop(s), provided by Ballet Fantastique, with dimensions/weight to be communicated in advance of the production.
- **Snow Bag (Production-dependent; not needed for all shows):** Two (2) lines may be needed for snow bag.

LIGHTING SYSTEM & EFFECTS REQUIREMENTS:

The following requests will provide Ballet Fantastique technical staff the ability to present a performance of the highest production values. If your venue is not equipped with the instruments listed below, please contact Ballet Fantastique. If changes are required, the venue technical staff is responsible for creating paperwork (plots and schedules) and communicating proposed documents with Ballet Fantastique technical staff.

- **Equipment:** Ballet Fantastique will use the house venue lighting inventory. The house should provide:
 - An industry-standard programmable light board
 - A hang sufficient to provide an even, four-color wash to the stage; lights should be colored (saturated blue, e.g.) and either low-wattage or dimmable
 - Front of house light
 - Adequate work light for on-stage classes, rehearsals, and work calls
 - Running lights for the offstage and crossover areas
 - Preferred: Follow spot

- All running lights, including board, rail, and safety lights, should be masked to prevent light spill on stage
- **Information sharing:** Presenter will provide Company with ground plan and section to scale, rigging plot and a complete lighting equipment inventory. Ballet Fantastique will provide Presenter a light plot with accompanying information in advance of the production.
- **Operation:** Ballet Fantastique will coordinate with the house to design the lights during load-in/setup. Ballet Fantastique personnel do not typically run either the light board or the follow-spot.

HAZE *for most Ballet Fantastique productions

_____ PROVIDED BY BALLET FANTASTIQUE

_____ PROVIDED BY PRESENTER

- **Cabling:** Preferred: Adequate DMX cable to control at light board operator position.
- **Placement:** Placement in upstage left and right wings.
- **Usage/Approval:** Company may use Haze or Dry Ice from beginning of rehearsal, as needed, through show (show-dependent). It is the venue's responsibility to obtain all approvals for use, determine overrides for fire safety system and communicate usage to audience in accordance with your venue's policies prior to Ballet Fantastique arrival.

SOUND SYSTEM REQUIREMENTS

- **Compact Disc Player:** House compact disc player, appropriately patched into house system.
- **Amplification/Monitors:** Amplification to the house, with speakers capable covering entire seating area, and at least two monitors onstage.
- **Program Feed:** Program feed and/or intercom system to all dressing room areas.
- **Communication System:** Hard-wired or wireless headset system, with the following stations: stage manager, sound operator, light board operator, and, if necessary, curtain operator.
- **PA/Announce Mic:** One (1) public address announce microphone at the stage manager's position with feed to the audience, and capability to switch to stage- and dressing room-only feed, if possible, for use during rehearsal and for announcements. One (1) public address announce microphone for performance introduction (on stage).

Productions with Live Music: Additional requirements for live accompaniment to be sent separately by Ballet Fantastique's production staff in advance of the production.

TEMPERATURE: Preferred temperature of all performance, rehearsal, dressing room, and stage area rooms is 72°–76° F, with a safe range of 70–80° F. Due to the increased risk of injury, dancers may not perform in spaces cooler than 72° F. Please assure that the venue is at the appropriate temperature upon load-in.

SCHEDULING & LABOR REQUIREMENTS

Pre-Arrival Checklist: Following is a typical Ballet Fantastique schedule and crew requirements. This schedule is based having ALL of the following accomplished prior to Company arrival:

1. **Electrical:** All electrics hung, colored and dimmer checked.
2. **Stage surface:** Stage surface cleared, swept, and mopped. If provided by Presenter, Marley in place, taped, swept, and mopped.
3. **Stage space:** Stage space clear and offstage space relatively clear.
4. **Sound System:** Sound system in place and tested. If live music in Ballet Fantastique production: Band/musician requirements prepared in accordance with Ballet Fantastique musician's technical rider.
5. **Soft Goods:** All required soft goods hung; space ready for Ballet Fantastique backdrop(s).
6. **Communication System:** Communication system set up and tested.
7. **Headsets:** Headset intercom system with stations for the stage manager, light board operator, sound technician, and curtain operator.

Ballet Fantastique crew is seasoned at working with union as well as venue-specific labor contracts. Crew numbers and schedules will be arranged in advance, on a venue-by venue basis with the Production Manager. If there is something unusual in your venue that might slow this process down considerably, please let us know. Note: This labor call is for a typical 1-2 show day. To ensure knowledge, the same personnel is requested to be used for all rehearsals and show calls.

Sample Schedule: One-Day Residency

Time	Activity	Staffing To be Provided by Presenter
8 am–1 pm	Focus light board Hang drop Lay marley Other tech as needed	Light Board Operator Sound Operator 1-2 Deck Hands
*Noon: Dancers arrive	Continue tech Dancers warm up on stage	Light Board Operator Sound Operator 1-2 Deck Hands
1-2 pm	Lunch	
2-5 pm	Dancer spacing; light cues continue Final preparation for musicians	Light Board Operator Sound Operator 1-2 Deck Hands
4 pm	Musicians arrive/load in	Light Board Operator Sound Operator 1-2 Deck Hands
5–5:30 pm	Sound check	Light Board Operator Sound Operator 1-2 Deck Hands
5:30–6:30 pm	Dinner break (stage should remain available to dancers)	
6:30 pm	Work through final issues	Light Board Operator Sound Operator 1-2 Deck Hands
7:30 pm	Curtain	Light Board Operator Sound Operator 1-2 Deck Hands
9:30 pm or immediately following production	Clean up/load out	2-4 Deck Hands

Technical Director: In addition to the crew needed above, the venue will provide a house Technical Director knowledgeable with all aspects of the theater (preferably available for the full call), as well as an experienced crew.

DRESSING ROOM/WARDROBE REQUIREMENTS

Wardrobe Personnel: Ballet Fantastique travels with adequate wardrobe personnel and does not require house wardrobe staff. If union or venue-specific labor contracts require local wardrobe crew, please provide details to tour Production Manager in advance.

Dressing Rooms

- **Location/Access:** Non-working staff or public should not be allowed access to backstage during the time Ballet Fantastique is in residence.
- **Readiness:** All areas including lavatories, shower, and costume areas should be cleaned, swept or vacuumed for bare feet prior to Company arrival. The backstage and dressing room areas should be clear of any obstacles, including any items that may be deemed unsafe or inappropriate for local youth participants.
- **Temperature:** Dressing room areas should be heated or air conditioned to between 72° –80° F degrees. Please ensure that the dressing room heat is turned on and at a temperature of 72° minimum prior to the arrival of Ballet

Fantastique. If it is not possible to keep the dressing rooms warm with the physical plant heat, then arrangements should be made to have sufficient portable heaters on hand.

- **Number/Type:** Unless otherwise communicated by the Ballet Fantastique production team, dressing rooms should accommodate a total of 14-20 dancers, as well as musicians (if applicable; final number of artists to be communicated to Presenter by Ballet Fantastique's production team).
 - Please have two to three (2-3) clean dressing rooms ready upon Ballet Fantastique's arrival, each capable of facilitating up to 10 professional dancers.
 - For Local Children's Cast, up to 30 artists (if applicable/production-dependent): One (1) Large fitting area or large chorus dressing rooms and meeting/waiting area (e.g., large catering rooms, green rooms, studios, conference rooms, gymnasium, etc.), preferably in a separate space away from our professional cast.
 - A combination of smaller dressing rooms for lead dancers and/or for Ballet Fantastique's Artistic Director is very appreciated, if available.
 - Ballet Fantastique also appreciates wardrobe room space, if available, with one or two (preferable) 8' banquet style tables or similar, easily accessible to the stage and dressing rooms, with ample 15-20amp, grounded electrical outlets for steamers and sewing machines.
- **Dressing Room Amenities:** Each dressing room area must include:
 - Sinks with hot and cold running water.
 - Working toilets separated by gender and not shared with the public.
 - Showers with hot and cold running water, separated by gender, and not shared with the public.
 - Well-lighted makeup mirrors and clean counter space to accommodate ten (10).
 - One-two (1-2) full length mirrors.
 - One-two (1-2) clothing racks (or some method of hanging costumes) in each dressing room.
- **Other Wardrobe Requests:** Sturdy ironing board with iron; Clothes steamer (if you cannot provide steamer, please contact Ballet Fantastique).

WIFI: Ballet Fantastique appreciates the use of your wireless internet connection while in the venue. Please share the wifi password and network name with the Production Manager.

FRONT OF HOUSE: One–two (1-2) tables for Company information in the lobby; staff provided by Ballet Fantastique.

TRANSPORTATION & PARKING

- **(1) Box Truck (variable size; to be communicated in advance):** When possible, please arrange for truck to remain in the dock for the duration of the performance date(s). Otherwise, please arrange for truck parking close to the loading area. Please provide additional space around truck, to allow for adequate access and maneuvering to and from loading area. Please advise the tour Production Manager if there are special occurrences relating to parking, such as, fees for bagging meters, no idle policies, etc.
- **(1) Full Size Passenger Coach:** In most cases, Cast Bus will park at the hotel. Please arrange for an accessible, legal drop off and pick up area for one hour each, preferably near the stage door. The cast bus generally arrives six-seven hours prior to first performance, and returns approximately 30 minutes before load-out. In some situations, the Cast Bus may need to remain parked at the venue for the duration of the rehearsals and performances. Please confirm with the Production Manager.

COMPANY

The Ballet Fantastique 12-25-member touring team consists of dancers, musicians, Company Director, Production Stage Manager, Lighting Designer, and Wardrobe Mistress. Ballet Fantastique's Artistic Director may join the tour. Final numbers vary with the production type and will be communicated to the Presenter well in advance of the production.

QUESTIONS

Please contact hannah@balletfantastique.org or call 541-206-8977 with any questions or specifications. Thank you!

Presenting Organization

Presenter Signature

Date

ADDENDUM: CATERING REQUESTS

***If no per diem provided in the proposed production budget.**

WATER

If you have office water-cooler style water dispensers, we would appreciate them positioned backstage or, if possible, both SR and SL.

Refreshments Guidelines:

- **Availability:** The following Energy Snack and Beverage items should be supplied on the show days, prior to artist arrival, and replenished as needed. *Please coordinate Main/Hot Meal delivery time with Ballet Fantastique production team at least two (2) weeks in advance of Ballet Fantastique arrival. *Please plan to accommodate 15–25 people on Ballet Fantastique's team.*
- **Dietary restrictions:** Please note: There are members of Ballet Fantastique who keep vegetarian diets. Keeping meat items separate allows everyone to select foods that work with their diet. Any other restrictions will be communicated to Presenter by Ballet Fantastique's production team well in advance.
- **Access:** Food is preferred in an area near dressing rooms (or in dressing room if large enough). All food should be left out with available covering until dancers leave the building, post show. Take-away bags or boxes are very appreciated.
- **Menu:** Presenter and Ballet Fantastique will agree on the menu and time of meal service two (2) weeks before Ballet Fantastique's arrival. Suggestions are below.
- **Condiments/Utensils:** Plates, napkins, flatware, salt/pepper.

Energy Snacks

- Assorted fruit and vegetable trays, hummus
- Bagels, peanut butter, jam, cream cheese
- Low-fat string cheese
- Protein bars
- Mixed nuts and/or dried fruit, fruit snacks
- Sandwich meat, cheese and wraps, bread or rolls for sandwiches
- Mayonnaise and mustard (salt and pepper), condiments

Beverages

- Bottled spring water, chilled – must be in individual bottles (50 bottles @ minimum)
- Fresh brewed coffee, hot water and herbal teas, cream and sugar
- Sport water
- Natural soda assortment

Main Meal

***As noted above, please coordinate hot meal delivery time with Ballet Fantastique production team.**

A family-style or buffet meal made up a combination of the following items would be entirely appropriate. Thank you!

Suggested menu (open to modification—please specify):

- Salad (with a variety of toppings), dressing assortment
- Warm or cold vegetable dish (any kind sautéed or roasted vegetable, or even just a vegetable tray)
- Pasta or grain dish (vegetarian preferred)
- Hot grilled chicken or fish
- Soup or something hot