

# LETTERS HOME

## GRIFFIN THEATRE COMPANY TECHNICAL REQUIREMENTS

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### Stage Requirements

Ideal stage dimensions for Griffin Theatre Company productions are:

- 1) 30 feet proscenium opening
- 2) 25 feet wide at wings
- 3) 18 feet trim height
- 4) 25 feet of depth from the front of curtain to the last working line set
- 5) Curtain masking in the back of the proscenium for fast crossovers to either side of stage.

### Set Design requirements

- 1) **Presenter must supply a Fast Fold Rear Projection Screen or similar brand with approximate maximum dimensions of 15' X 20' (or a size that is appropriate for the venue) and that is placed mid-stage and center to use for the projection design of the play with black trim kit included. This projection screen will be obtained and placed in position by Presenter prior to load-in of Griffin Theatre Company. The Griffin Theatre Company takes no responsibility for obtaining the projection screen and will not be responsible for any costs or rental charges incurred by presenter in obtaining said projection screen.**
- 2) **Presenter will supply at no cost to the Griffin Theatre a Welt projector stand or safe-lock stand. A standard brand is Da-Lite (Project-O-Stand). An alternative stand can be an AV Cart with adjustable levels.**

OR

- 3) **A projection screen (front projection) that hangs upstage to use for the projection design of the play.**
- 4) **A lighting grid system that has a pre-hung in-house front projector that the Griffin may connect to via computer cable.**

AND

- 5) **Presenter must make available or have Power Point presentation capability available to Griffin Theatre Company for projection design of production. (The Griffin travels with Projector and computer. The Griffin projector is only suited for rear projection.)**
- 6) **Four plain black high stools.**

### Sound requirements

Local Presenter will supply 10 body microphones to Actors for use during the performance. Local Presenter will supply a working off stage microphone for actors during performance.

Griffin Theatre Company does not carry a sound system. Presenter will provide amplifiers, speakers and either a high quality CD player or a mini disk player. Presenter will provide a sound board operator. Sound control and levels are totally at Griffin Theatre Company's discretion, however a reasonable effort will be made to accommodate the presenters requests, provided that a representative of the presenter is present when sound levels are prepared.

### **Lighting Requirements**

Griffin Theatre Company does not provide or carry lighting equipment, dimmers or lighting board necessary for performance of shows. Presenter agrees that all lighting equipment will be provided at its own expense and if such equipment is not available at the theatre as part of its equipment complement, Presenter agrees to rent or otherwise provide such equipment. Presenter further agrees that all equipment necessary for Griffin Theatre Company's performance(s) shall be in good working order and present at the theatre prior to the company's arrival. A ground plan to scale of the facility, lighting inventory, rigging plot and completed stage information must be returned with the signed contract.

Griffin Theatre Company will provide a light plot specific to the individual theatre at least 15 days prior to the company's load-in/focus call. Presenter agrees to hang light plot as drawn with masking as indicated, all lights cabled and patched as indicated, before the arrival of Griffin Theatre Company technical crew for load-in/focus call.

**In the event the Griffin Theatre Company does not provide a light plot prior to tour dates the Griffin will use the plot already in use at the touring venue. However, the Presenter will be required to place, hang and focus lighting instruments to the specifications of the Tour Manager the day of the first performance at load-in.**

Color: Presenter will provide color media for all instruments. Griffin Theatre Company will provide if not available by presenter any templates.

### **Masking**

Local presenter agrees to supply black masking sufficient to mask the stage to the satisfaction of Griffin Theatre Company.

- 1) Usually 3 to 5 sets of legs and borders to match
- 2) A grand drape
- 3) Black masking to cover upstage back wall

Further, Local Presenter will supply any needed blacks for masking the left and right sides of the stage as requested by the Griffin Theatre Company.

### **Use of Stage**

Load in/focus call should be the following times.

- 1) Griffin Theatre Company needs a minimum of a 3 hour call the day of the first performance or the same time allotted the day before the first performance.

- 2) Presenter agrees to hang and set lighting plot prior to Griffin Theatre Company's arrival. Or Presenter will be required to place and hang lights and focus lights upon Griffin Theatre Company's load-in on first day of performance to the specifications of the Tour Manager.

### **Crew Call**

For all performances call is one hour prior to curtain. Dressing rooms must be open and be available to Griffin Theatre Company at this time.

### **Dressing Rooms**

Dressing Rooms must be equipped with:

- 1) Makeup mirror with proper lighting.
- 2) At least one full length mirror.
- 3) Adequate AC outlets.
- 4) An ironing board and an iron and steamer.
- 5) Coat hangers and wardrobe racks.
- 6) Chairs.
- 7) Hot and cold running water.

A green room is required, as is an assortment of coffee, bottled water, soda, juice, fresh fruits, yogurt, granola bars, muffins, bagels etc for morning performances and a light supper/lunch/snacks supplied for afternoon or evening performances. Also please provide water or plastic cups on each side of the stage.

### **Intercom**

Presenter agrees to provide an intercom headset system in good working order, consisting of 3-4 headset/belt-pack stations to allow communications between Griffin Theatre Company stage manager, the sound operator and the light board operator.

### **Stage Hands**

Griffin Theatre Company will provide a Stage Manager. Local presenter will be responsible for providing stagehands required whether by local unions rules or by the needs of the production.

- 1) 1 Sound Board Operator
- 2) 1 Light Board Operator

For the Local Presenter:

For the Artist: Griffin Theatre Company

\_\_\_\_\_  
signed

signed

Date: \_\_\_\_\_

Date: \_\_\_\_\_