

INNOVATION NATION LIVE
GRIFFIN THEATRE COMPANY TECHNICAL REQUIREMENTS
(Preliminary and may be subject to change)
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THIS PRODUCTION IS NOT A YELLOW CARD ATTRACTION. All information and call times will be set by the Production Technical Director, who will contact the House Technical Supervisor by telephone and/or e-mail in advance of the production's arrival. PLEASE NOTE: the foregoing are the estimated minimum requirements to be furnished by the Local Presenter. If any local labor in addition to the above totals is due to local labor agreements, it will be the sole responsibility of the Local Presenter. This determination will be made by the Production Technical Director in conjunction with the Local Presenter in advance of the production's arrival.

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.

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.

BROOM CLEAN

Before the start of the first call, all areas of the stage, fly system, backstage, loading docks, dressing rooms, and production office must be completely clear and broom clean, and in readiness for the sole use of the production. These areas must remain reserved for the exclusive use of the production for the duration of the load-in, performance and load-out.

Local Presenter will be responsible for securing all necessary permits (including compliance with electrical codes, fire codes, parking permits for tractor trailers, motor coaches, etc.)

USE OF STAGE

Load in/focus call should be the following times.

- 1) Griffin Theatre Company needs a minimum of a 5 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.

Load Out time

The Griffin Theatre Company requires a minimum of 1 hour to load out all design elements of the production.

LOAD IN & LOAD OUT CREW CALL

- 1) 3 Deck hands
- 2) Sound Engineer
- 3) Lighting Engineer (Electrician)
- 4) Projection Engineer

PERFORMANCE STAGE HANDS

Griffin Theatre Company will provide a Stage Manager and Assistant 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
- 3) 1 Projection Operator (if needed)
- 4) 1 Fly Operator

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.

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, assistant stage manager, the sound operator and the light board operator.

SET DESIGN REQUIREMENTS

- 1) **Presenter must supply a Projection Screen or similar brand with approximate maximum dimensions of 16' wide by 9" tall 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 projection screen.**
- 2) **A lighting grid system that has a pre-hung in-house front projector that the Griffin may connect to via computer cable.**

AND

- 6) Presenter must make available or have Power Point presentation capability available to Griffin Theatre Company for projection design of production. The Griffin travels with a computer.**
- 7) A fly system (batons) made available to Griffin Theatre Company to hang LED panels and a lighting system that will accommodate the production's LED requirements.**
- 8) A white cyc placed upstage that covers the back wall of the stage.**

SOUND REQUIREMENTS

Local Presenter will supply 7 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 a sound system equipped with QLab or similar software and computer for sound playback. 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 presenter 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 to the individual theatre at minimum at least 30 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 house plot. 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. The Griffin Theatre Company will provide a list of gel colors with the Lighting Plot at least 30 days prior to performance dates. Substitution of gel colors by Presenter may be made only with the Griffin Theatre Company's prior written approval. Griffin Theatre Company will provide if not available by presenter any templates.

COSTUME REQUIREMENTS

The Griffin Theatre Company may require a wardrobe person and will notify Presenter at least 30 days prior to the performance date if they are required at load-in.

ADDITIONAL PRODUCTION REQUIREMENTS

Presenter will supply tables on both sides of the stage for the production props. In addition, wardrobe racks will be placed on both sides of the stage to hang costumes. Mirrors (standing mirrors preferred) will be required on both sides of the stage.

DRESSING ROOMS

Presenter will provide Griffin Theatre Company access to 2 to 4 Dressing rooms that comfortably fit up to 3 actors each.

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.

HOSPITALITY

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 supplied for afternoon or evening performances. Also please provide bottled water or a water cooler along with plastic cups on each side of the stage.

LODGING

Presenter will reserve and pay for 7 first-class hotel rooms (4 doubles & 3 singles) and must be rated at least 3 star.

MERCHANDISE

Show may sell merchandise for the engagement and will require a 6-foot-long table w/skirt, access to local power supply and Hi Speed Internet access for transactions if so. House bank must be provided and house sellers may be required which will be determined at show advance.

Purchaser also agrees not to distribute any free souvenir items to the audience, without the prior written permission of the Producer. Producer reserves the exclusive right to sell its own official souvenir merchandise and the Purchaser will make available the space and logistics to do so.

WIFI

Presenter will allow Griffin Theatre Company access to working WIFI at the venue free of charge.

SECURITY

Secured storage shall be provided for INNOVATION NATION LIVE! cases, supplies, costumes, scenery, all technical elements and other property throughout show's residency. There shall be no access to the backstage or dressing room areas throughout the residency of said production by any person who is not directly related to the show.

PRE-SHOW ANNOUNCEMENT

Any pre-show announcement by the Presenter, either live from the stage or recorded, must be approved by and coordinated with the Stage Manager or the Company Manager of the production.

PRESENTER AVAILABILITY

The Presenter or a representative must be available at all times to the Company Manager and the Stage Manager from one hour prior to the load-in to the end of the performance. The person must be able to make decisions on behalf of the Presenter.

PRESS AND PROMOTIONAL REQUIREMENTS

- 1) The Producer will supply supplemental advertising, flyers, posters, short TV commercials, and other supporting video and promotional materials.
- 2) Please forward to us all proposals for printed materials, including subscription brochures, group sales mailings, ad copy and other promo materials.
- 3) Prior approval for all of the above MUST be obtained from Producers before any materials can be released to the public.
- 4) We ask that you provide us with copies of all press and promotion clipping that you have collected from the production following the performance of the production at your venue.
- 5) UNDER NO CIRCUMSTANCES MAY THE SHOW BE VIDEOTAPED or PHOTOGRAPHED.

ATTENDANCE REPORT

An attendance report is required for each performance to be reported to the Stage Manager or the Company Manager of the production by intermission of each performance.

SALES REPORT

A sales report may be requested in order that we may be in direct contact for advance sales figures.

For the Local Presenter:

For the Artist: Griffin Theatre Company

signed

signed

Date: _____

Date: _____