

GRIFFIN THEATRE COMPANY
TECHNICAL REQUIREMENTS - SIGNATURES REQUIRED
FRINDLE
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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) 25 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.

A fly system (line sets/batons) made available to company to hang stage set Back drops from and to move small set pieces in and out from above during performance. (This is required) A minimum 3 open line sets. One mid-stage to dead hang back drop. And two line sets down stage to hang legs. The legs are required to fly in and out. A fly Operator supplied by Local Presenter is required.

Masking

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

- 1) Usually 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.
- 3) Stage crew to social distance from The Griffin Theatre Company at all time unless invite by The Griffin Theatre Company into personal space.

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.

Set Pieces supplied by Local Presenter

Unless otherwise noted by Griffin Theatre Company the production will need the following supplied by local presenter

- 1) One (1) cushioned easy chair with Arms
- 2) One (1) bench for seating of up to two people comfortably. Bench must also take the weight of one actor standing on it.
- 3) Four (4) school desks. Desks must be able to fit one adult comfortably

Dressing Rooms

Dressing room is to be sanitized prior to Griffin Theatre Company arrival. Other than hospitality delivery, no house staff should enter dressing room from load in to departure

Dressing Rooms must be equipped with:

- 1) Makeup mirror with proper lighting.
- 2) At least one full length mirror.
- 3) Adequate AC outlets.
- 4) No smoking signs on the door of the dressing room.
- 5) An ironing board and an iron or steamer.
- 6) Coat hangers and wardrobe racks.
- 7) Chairs.
- 8) Hot and cold running water.
- 9) Hand Sanitizer, soap, disinfecting wipes and One (1) box of disposable masks

HOSPITALITY

A green room is required, as is an assortment of coffee, bottled water, soda, juice, fresh fruits, yogurt, granola bars, muffins, bagels etc. Also please provide water or plastic cups on each side of the stage.

Presenter will provide light supper/lunch supplied for afternoon or evening performances.

All food should be in sealed containers. (bottled water and soft drinks can be iced or in refrigerator. All utensils including napkins to be in sealed boxes/packages and to only be opened by The Griffin Theatre Company

Sound system

Griffin Theatre Company does not carry a sound system. Presenter will provide amplifiers, speakers. 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.

Further, Local Presenter will supply will supply 6 body microphones to Actors for use during performance. In the event 6 body microphones are not supplied then Local Presenter must supply floor and overhead microphones to amplify actors voices during performance.

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.

Lighting Equipment

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 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 plot already in use at the touring venue.

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

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 Sound Board Operator
1 Light Board Operator
1 Fly Operator

Stage crew to social distance from the Griffin Theatre Company at all times unless invited by The Griffin Theatre Company into personal space.

HOTEL

7 Rooms for one night (typically the night prior to performance). Rooming list to be advanced by company prior to performance. Rooms must be in a 3* or better hotel

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) Until further notice there can be no pre or post show meet and greets with audience members

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

RECORDING OF PERFORMANCE

UNDER NO CIRCUMSTANCES MAY THE SHOW BE VIDEOTAPED OR PHOTOGRAPHED.

For the Local Presenter:

For the Artist:

signed

signed

Date:_____

Date:_____