



**TECHNICAL REQUIREMENTS**  
*CINDERELLA*

The Presenter shall provide or obtain at its expense a theatre, equipment, and crew according to the following minimum specifications:

**CREW**

Our current estimated crew requirements are:

- 6 Crew for load-in and set-up.
- 1 Wardrobe crew for laundry, steaming and minor costume repairs
- 4 Running Crew: lighting, sound, 1 stage, 1 fly person
- 6 Crew for strike

Please Note: Crew size may change depending on the size of the theatre. Crew for rehearsals and successive performances must be the same people.

The basic schedule for Ballet Jörgen Canada while on tour as follows:

5:00pm – Load in the night before (4 hrs) Load-in, assemble set, lay floor, LX focus

8:00a.m. – Tech time (cont. LX focus, levels)

1:00p.m. – Company Class (crew not required)

2:00p.m. – Crew Back

2:30p.m. – Dancers Spacing, Cueing Continues

6:00p.m. – Rotating Dinner Break, Sound Check

7:00p.m. – Crew Show Call – sweep, mop, preset

7:30p.m. – House Opens, Company Call

8:00p.m. – Curtain

– 20 min. Intermission

10:00p.m. – Company Reception if requested

10:00p.m – Strike and Load out

12:30a.m – End day

**Note:**

This schedule will change. The theatre will never go dark during a working day. Crew schedules must reflect the fact that the dancers will be on stage during crew breaks and meals. For this reason the crew will have staggered breaks and meal times. The theatre will be used constantly by the company. If there are two performances on one day, loading in at 8am the day prior to the performance day is essential.

**STAGING AND SET**

Preferred 40' opening x 35' deep or larger, plus crossover and wing space

Minimum 25' x 25' (This must be confirmed by the company).

We will need an 8' step ladder for the set assembly. If the theatre is not a fly house, 2 step ladders will be needed - 8' and a 12'. They should be backstage for our use prior to our arrival.

Crew should bring or have access to several c-wrenches.

We will need 2 prop tables (4' or 6'), one in each wing and costume racks on either side of the stage if space permits.

**Ballet Jörgen Canada will be bringing:**

Ballet Jörgen Canada will be bringing the set which consists of a series of rolling units, an arched fabric border and 4 trees and our dance floor. The set has been designed so that it will fit into smaller venues and spaces with not a great deal of height as well as larger venues. On smaller stages however, some of the rolling units & some of the trees may not be used. If any changes are required, we will discuss them with you prior to our arrival.

The trees will need a loading door 5' wide. If you do not have a loading area wide enough please let us know. The trees are quite light so they could be carried to an alternate loading door if necessary. In a non-fly house, the set is also very flexible however the black fabric border may not be hung.

### **DRAPERY**

The Company requires:

- House Curtain
- Four to six sets of black legs and borders set for the best masking of back stage
- Cyclorama
- One free pipe downstage of cyc electrics to hang black fabric border (our supply)

### **AUDIO**

The company requires:

- One CD deck. The company will provide a mini disk player for playback. The CD deck will be used for backup only.
- One mic backstage or in the booth for pre-show announcements (placement will be decided during the set up).
- Adequate speakers and amplification for theatre.
- Stage monitors.
- Clear Com set up with five headsets (SM will call the performance from the wings or the booth - to be decided during the set up).
- AC power source to plug in a portable sound system stage right on the apron for class.
- Dressing room paging and performance sound if possible.
- A video monitor backstage with a close view of the conductor (Show with orchestra only)
- A video monitor backstage with an audience view of the stage. (if available)

### **LIGHTING**

The company will provide you with a lighting plot that must be hung and gelled prior to our arrival. Please send the specs for your theatre's lighting system including inventory of instruments, control specifications, circuit locations and numbers. A fly plot will also be needed with indications of any permanent line sets (electrics, etc.) ideally to scale. A to scale floor plan and section would also be helpful if available. Please send this information as soon as possible and update us of any changes. Followspots will not be used.

### **FLOOR**

The company travels with its own vinyl dance floor. Your floor must be constructed of wood and must be resilient. If you question the resilience of your stage floor please contact our Production Manager.

Your stage floor must be safe, flat, smooth, and free of screws, nails, staples or any other protruding objects. The stage can not have any holes, cracks, chipping or binding floorboards. The stage must be cleaned prior to load-in, and there can be no salt or mud on the surface. If weather outdoors is wet or muddy, the crew must make an effort to keep the stage floor clean and dry during load-in.

### **SECURITY AND SAFETY**

Security and safety of the dancers is of the utmost importance. Access to backstage areas must be limited to the company and the crew from one hour before curtain until one half hour after the performance. These areas include dressing rooms, green room, wings, stage, all connecting hallways, and support areas. If your theatre has no way of restricting access to these areas personnel must be placed at access points during the times mentioned above. All guests of the company, presenter and crew must be cleared by the stage manager before entering the stage, green room or dressing rooms. In the case of an emergency the stage manager must be notified of visitors in the backstage area as soon as possible. All crew and presenters back stage should be easily identifiable as will the dancers and road crew.

The entrance to the stage door and loading dock must be free of snow and ice.

## **HOSPITALITY**

For the dancers and crew members (total of 20 people) the presenter will provide snacks and beverages, such as soft drinks, fruit juices, bottled water, hot water for coffee, tea, hot chocolate, fruit (grapes, bananas, apples, oranges, etc.) raw vegetables and cheese and crackers. If two performances are scheduled in the same day, a light meal consisting of sandwiches, soups, salads, pasta, etc. should be provided between performances for the cast and crew. Access to a microwave is appreciated. **Pls. Note:** Some of our dancers are vegetarians and we would greatly appreciate vegetarian selections with the food items. Thank you.

The company will need access to one or more phones for business and personal calls. These phones must be able to dial operator assisted long distance and 1-800 (1-888, etc.) numbers.

## **DRESSING ROOMS**

The company requires a minimum of two dressing rooms: one female, one male. Each must have a minimum capacity of 9 people. Each dressing room needs a costume rack and each person must have a chair with counter and mirror space. If possible the use of four dressing rooms would be appreciated.

## **PARKING**

The company requires parking passes and spaces for three mini-vans (as close to the venue as possible), one 34' truck & one 24' cube truck (with access to the theatre's loading dock).

## **STUDIOS**

If studio space is available please have it booked for us. This allows us to move class and some rehearsals out of the theatre giving the stage more time for lighting levels and set-up.

## **LAUNDRY**

The company's show laundry will need to be laundered before and/or after the performance. If laundry facilities are not available onsite, the theatre's wardrobe person or a crew person assigned to do wardrobe will need to take the laundry to the nearest public laundry facility.

## **LOBBY**

The company will need 2 tables set up before the performance that will remain there throughout the evening for merchandise and display boards. If a member of the house staff could attend this table it would be appreciated. If requested, this table can also be used for autographs after the performance.

## **TICKETS**

The company requires a minimum of six pairs of complementary tickets for each performance. Additional ticket requirements will be discussed with the presenter in advance of our arrival.

## **Important Information**

- Due to the nature of the performance and for the safety of the dancers **it is very important that the temperature of the stage, backstage and dressing rooms be at least 22°C (72°F)**. This needs to be set prior to our arrival.
- All wing space and back stage areas must be clear of obstructions and clean for the safety of the dancers.
- Please provide access to a supply of ice and bags for cold compresses.
- We will be recording the performance for archival purposes (static shot of stage). Please send any waivers or forms to us before the performance.

If you plan to schedule a reception for the company, television, paper, or radio interviews please inform us as soon as possible.

If you have promotional, program, or PR needs please address them with Susan Bodie at: phone: (416) 961-4725, fax: (416) 415-2865, or by email: administrator@balletjorgen.ca

Ballet Jörgen Canada does not have local maps of each city we visit. Could you please provide us with a map and directions to the theatre from the nearest highway interchange? We would be grateful for any other local information (especially hotels near the theatre) you could provide.