



SCHOOL TECHNICAL RIDER FOR *DRAGONS LOVE TACOS & OTHER STORIES*

General Show Information

Show Email: TACOS@twusa.org (direct contact to show specific Stage Manager)

Cast/ Crew: 3 Female actors, 2 Male actors, 1 Stage Manager; All members of the Actors' Equity Assoc. union

Running Time: 48 minutes (Pre-recorded music, length cannot be shortened)

Load-in Time: Two hours prior to show-time. **Load-Out (Departure):** Approximately 60 minutes to pack up.

Vehicles & Parking: 2 vehicles requiring parking. Garage or Lot preferred, reserved street parking acceptable.

Cargo Van: Contains set, costumes, gear. Generally a Sprinter or Maxi Van requiring 9' height clearance.

Passenger vehicle: typically a prius. Contains the actors and their luggage.

Technical Rider: Please read over all of the needs and requirements contained in this technical rider. If you are unable to accommodate any items listed, please contact your contracting representative ASAP to see what adjustments are possible.

Advancing: The Stage Manager ("SM") will reach out approx. 1 week prior to the performance to advance specific needs of the show. They will confirm the contents of this Technical Rider, specifics about their company and answer any questions or concerns you might have. You may initiate contact using the show email listed above. If at 4 business days out you do not hear from them, please reach out to the Company Manager Amanda-Mae Goodridge at agoodridge@twusa.org or Ext. 119 and we will establish contact with the "SM." ***Please note performance times cannot be changed the day of; please confirm times and dates are correct during the advance.***

Onsite Contact: We require someone from the school be onsite and available to the company for the duration of their visit. Please make sure this person has the authority to make decisions, deal with building issues and has had prior contact with the "SM" (i.e. custodian, secretary, teacher, etc.). Please provide our "SM" with an **emergency contact number** to ensure communication in an emergency situation (cell or home phone of a person with authority).

Parking and Loading-in Locations: Please establish at your property where our vehicles should be parked and what doors we are loading in all of our gear through. We prefer to load-in as close to the playing space as possible. If there is a long distance between the loading doors and the playing space, we may require an earlier load-in time. If loading area is shared with Buses or Student drop-off, please discuss the timing of this with the "SM" so we can insure everyone's safety.

Security: Please discuss check-in/ security procedures with the "SM." All company members have Tour ID's and carry government issued ID's that they can use to sign in. If you require more than a simple sign-in, please discuss with "SM" so they can plan accordingly. We will also want you to briefly cover emergency and lock-down procedures for your building so the cast can be properly informed upon arrival.

Photos/ Publicity: Photography and recordings of the production are strictly prohibited by union and copyright laws. However, we understand you may want a photo for your school periodical or PTA meeting. Speak with the "SM" during the advance to set up a time for a company photo. You should also discuss any press requests at this time or reach out directly to Marketing & Communications Manager Elyse Orecchio at eorecchio@twusa.org or Ext. 128 to discuss press procedures.

Meet & Greets and Q & A's: If you are interested in have a meet & greet or Q & A in conjunction with the performance, please cover this during your advance with the "SM." Although they are not guaranteed, advance notice is helpful. Please note all post performance activities are limited to 15 minutes. If you are looking for something longer or more specific, please discuss additional booking options with your contracting representative.

Read and Acknowledged: _____ (please initial here)

Hospitality: In the morning, please provide water & Coffee and some light breakfast options/ snacks. Suggestions include juice, bagels/ donuts, fruit or yogurt. If the company is performing more than 1 performance, please have post-show snacks or a lunch available; sandwiches, salad, granola bars, etc. During the advance, the "SM" will go over any dietary restrictions or preferences.

Technical Needs:

Dressing Rooms/ Private Space for Company: We require 2 private rooms, preferably close to the playing space, where our company can prepare for the show and safely store their personal items. Ideally an unused classroom, locker rooms or even staff lounge that can lock will suffice. OSHA & Union standards require the rooms be properly heated/ ventilated and contain working outlets. Additionally all entrances and windows must be masked from the audience and public to insure privacy.

Restrooms: We require sanitary toilet facilities with Hot & Cold running water for both genders; ideally close to the playing space and separate from children and the audience.

Load-in: We require an extra 1 or 2 hands to help get all of our stuff to the playing space. Any carts or dollies that may be available to help move our gear would be appreciated. We require a clear path to the playing space for safety. Playing space and surrounding area should be free of students and extraneous noise (for mic check) during this 2 hour set-up period.

Playing Space:

- 30' X 30' playing space with a minimum 14' clearance. We can work with smaller, but we need to know the size in advance. Please speak with your contracting representative and the "SM" if the size is reduced. (We prefer a GYM or Cafeteria floor to spread out on vs. a very small stage where we would need to cut items and adjust staging).
- Playing space **must be COMPLETELY CLEAR of items (chairs, risers, storage, etc.).** Please make sure it is swept and mopped before company's arrival to ensure everyone's safety and to make sure we stay on schedule.
- If curtains are available, make sure they are accessible for use and not hindered with attached items. If there is a main curtain we will want to use it.

Tables and Chairs: We will need 7 or 8 chairs (folding chairs are fine) and 1 or 2 tables on stage for Prop and Costume pre-sets. Speak with the "SM" to determine exact needs for this production.

Sound: We travel with a fully self-contained sound system. We will require several outlets to power our equipment. If the playing space has limited access to outlets, please provide additional extension cords. Generally, we set up our mixing board and mic rack in the audience off to the side and would like a table and chair for this set-up. If your school has a full theatre with a booth or mix position, we are happy to set up there. ****Please turn off all school bells and buzzers during the performance if possible.****

Lights: We do **not** require theatrical lighting for our performances. A bright, well-lit space is all we require (florescent lights are fine). If theatrical lighting is available, please have someone on site who can turn it on and explain it to the "SM." If house lights can be dimmed or turned off, have someone available to control them at the top and end of the performance.

Front of House: In lieu of programs, we travel with a "House Board" that contains all of the billing of our actors, directors, writers and designers. We will want it displayed in view of incoming audience and would appreciate an easel or stand to accommodate. If you are interested in printing programs for your event, we have full program info for the production on www.twusa.org. There is an option to click on the show you are presenting where you will find program info along with several other tools. If you need more information you can reach out to Marketing Manager Elyse Orecchio (eorecchio@twusa.org or Ext 128).

Read and Acknowledged: _____ (please initial here)