

Magic Tree House: Showtime with Shakespeare

The attached specifications are hereby made a binding part of the engagement for Magic Tree House: Showtime with Shakespeare.

PRESENTER agrees to have representative capable of making decisions pertaining to the contract & engagement who will be available to the COMPANY, either in person or via telephone, throughout the entire engagement.

OVERVIEW

Company Personnel: The company travels with 1 Stage Manager/Technical Manager, 1 Company Manager/Wardrobe Supervisor, and 7 performers.

Transportation Arrival: The scenery, props, sound equipment, puppets, and performers of Showtime with Shakespeare travel with (1) 12 passenger van +1 box trailer. Please provide any necessary parking permits for each vehicle for the duration of the run.

LOAD IN/LOAD OUT

The company will require 3 hours to load in, focus, set lighting cues, soundcheck, and do a run through of the show. Strike will approximately take 90 minutes. The Stage Manager/Technical Manager will contact you prior to arrival to confirm a load in schedule. If the load in occurs on the same day as the first performance, the load in shall begin at a time so as to allow for a break between load in and half hour.

The company requires that the presenter provide a minimum of four (4) crew during load in: two (2) stage hands to assist with the unloading and assembly of scenery, one (1) Master electrician and one (1) sound engineer. Three (3) crew members are required to strike and load out the show. A member of the COMPANY will oversee load in and strike of scenery.

SCENERY

The set does not need to attach to the stage floor and no scenery is hung from battens.

Showtime with Shakespeare requires the following:

- 1) A minimum performance area of 34' wide by 28' deep X 15 height (production can be adaptable with certain spaces)
 - This area must be clear---nothing should be stored within it.
 - 2.5 ft alley behind the back curtain to pass from stage r to l. We need an off stage exit SR with 2.5 clearance. No exit or wing required SL
 - Stage must be level

- Access to audience from the stage is preferred but not required.
- The load in area must be on the same level as the performance space or accommodation must be made

- 2) One stage black must be hung prior to arrival
- 3) Two (2) 6- 8 feet tables for offstage prop set up
- 4) One Ladder is needed for set up

AUDIO

Showtime with Shakespeare travels with a wireless sound system which will require the ability to tie into a house audio system in good working order that can easily accommodate all of the company's audio components. Preferably digital , minimum 24 mono channel inputs + stereo returns for effects and 8 aux outputs. (5 for mons, 2 for effects, 1 for subs). A Midas M-32 would be ideal. Subs set up on an auxiliary send or mono bus as opposed to being run through the main LR bus is preferable.

Intercom

Please have a headset/intercom system with at least five (3) stations run to the following places:

- 1) Stage Management position
- 2) Light operator position
- 3) Sound operator position

Please provide 1 house sound engineer to oversee setup of the show, so that this work may take place concurrently with scenic load in.

A mixing position located at the rear of the house is needed, secure from tampering by audience with an unobstructed view of the stage. If sound position is in a booth with windows, the windows must be able to be opened

LIGHTING

The production's light plot will be forwarded by the Stage Manager/Technical Manager in advance of arrival. When possible, the production will utilize the house rep plot with minimal changes. This light plot may need to expand or adapt to depending on the available fixtures and positions of the theatre. An even wash of warm and cool light from the front, full coverage of side lighting, and color washes in blue, green and amber and several specials should be available.

The plot must be completely hung, colored and patched by local personnel prior to arrival.

Dressing Rooms

1. Please provide at least two (2) dressing rooms.
2. All rooms need to be properly heated/air conditioned.

3. All rooms must be clean (floors, make-up tables, mirrors, sinks and bathrooms) prior to the start of the load-in and maintained daily.
4. All rooms must be well lit with hanging racks (not clothes hooks) and running water to conform to Equity safe and sanitary regulations.
5. The space must have a mirror and suitable lighting around mirror to see while preparing for each performance.
6. Chairs, not stools or benches, are required at each space used by a performer.
7. Restrooms must be within close proximity of the dressing rooms.
8. A safe and secure area to store puppets and instruments at night.
9. Please provide the COMPANY with any passwords needed for WIFI access
10. Please provide one full-size washer and one full-size dryer for show's use. Washer must have individual cycle capabilities and water level and temperature controls. These machines must be located in the Theater.
11. Additionally, it is greatly appreciated if a production office can be made available to the Stage Manager and crew during the duration of our residency.

ACCOMODATIONS

The venue shall arrange and provide at its sole expense all hotel accommodations in the surrounding area for COMPANY from the date of arrival to the date of departure.

The company manager shall have the right of prior approval over all hotel accommodation arrangements, which shall be of an appropriate business class standard.

HOSPITALITY

Presenter must provide a hot catered meal for 9 people at least an hour prior to the call time for the first show in a day.

If there is an evening performance, a hot catered dinner for 9 people must also be provided.

FOH INFORMATION RUNNING TIME:

Showtime with Shakespeare runs approximately 60 minutes including the post-show discussion.

WALK-IN MUSIC: Company will provide walk-in music.

POST SHOW DISCUSSION: Runs 10 minutes.

HOUSE OPENING: The house can open 30 minutes prior to the start of the show once the Stage Manager has cleared it for opening.

PHOTOGRAPHY, MOBILE PHONES, PAGERS, and IPADS: The venue must notify all audience members that photography and filming during the production is not permitted. They should also be asked to switch off all mobile phones, iPads and pagers.

PROGRAMS: COMPANY does not provide programs. Please see our website for media materials

MERCHANDISE: TBD

CONTACT: Presenter must provide a means of contact between the FOH and Stage Manager.