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Technical Information Guide

PLEASE FORWARD TO TECHNICAL DIRECTOR

PLEASE NOTE: Approximately one to two weeks prior to the date of your performance, ArtsPower's stage manager will contact you by phone or e-mail to review and confirm details, technical requirements, and other site arrangements.

How to Contact Us

During the off season, contact ArtsPower's Production Department at (973) 239-0100. You may speak with Karen Bibbo, Production Manager (ext. 19).

During the season, contact your show's stage manager. Our Fall tours run September through December and our Winter/Spring tours run January through June. You can contact your stage manager by calling Karen Bibbo, Production Manager.

Arrival of Company

The company arrives two (2) hours prior to performance time, assuming you open 30 minutes before curtain. Please meet or arrange to have a crew member meet the ArtsPower stage manager to indicate where load-in takes place and where the stage manager can park the van after load-in is completed.

ArtsPower's stage manager will confer with your technical personnel regarding immediate needs and other needs like lights, sound, and to confirm exact curtain time.

Load-In/Load-Out

COMPANY SIZE: 5 (1 stage manager and a cast of 4)
COMPANY VEHICLE: 1 Ford Cargo Van

Our actors are hired as assistant stage managers, which allows them to load equipment in and out if house restrictions allow. Please inform the stage manager of any union regulations. ArtsPower requests that all available stagehands assist the company load-in.

Our stage manager will direct load-in. Load-in or load-out takes approximately 20 minutes when the company works alone and takes less time with assistance.

Space Requirements

The ideal performance space is 30 feet wide and 20 feet deep. Our shows are flexible and can accommodate smaller dimensions if necessary. ***Please contact ArtsPower only if your performing area is less than 18 feet across or less than 14 feet deep.*** We prefer to play as far downstage as possible (allowing for front light). We do not require any fly space.

Additionally, please consult ArtsPower's Production Department as soon as possible if:

- 1) THERE WILL BE ANOTHER SET ON THE STAGE.**
- 2) THERE IS ANY PROBLEM WITH OR REPAIR BEING MADE TO THE VENUE.**
- 3) THE STAGE IS NOT A CONVENTIONAL PROSCENIUM STAGE.**
- 4) THE STAGE IS RAKED.**

Lighting

ArtsPower travels with no additional lighting equipment. Our productions require a general, warm, bright wash on the acting space. Since we use no house curtain, we also request a pre-set, either general wash at low level or some variation depending on house plot.

While there are no specific lighting cues written into the script, our stage manager will call house lights and fade from pre-set to general wash at the start of the show and reverse at the end of show should there be a light operator. There are no blackouts except possibly at the very end of the show.

Technical Personnel Needed

ArtsPower suggests that, if possible, you provide the following personnel for our performance: one (1) light board operator, one (1) sound technician, and two (2) stage hands to assist the company backstage (or as negotiated between ArtsPower and your IATSE representative).

Sound

ArtsPower's sound system consists of:

- 1 1202-VLZ PRO, 12 channel, Mackie Mic/Line Mixer
- 1 QSC, USA Series amplifier
- 1 iPad
- 1 100 foot snake
- 2 front of house speakers and 2 hot spot monitors
- SHURE Wireless Microphone System (4 body-pack transmitters, 2 dual channel diversity receivers) Frequency 638-662 or 518-542

Our speakers are placed in front of the playing area with small monitors placed on the sides, facing the actors. The actors sing live to the pre-recorded, orchestra track CD, which is controlled by our stage manager.

ArtsPower requests sound be run one of two ways:

1. Run a line from our mixer to your house system. Our stage manager will then control the levels of the music and body microphones from our mixer.
2. Our stage manager runs sound from your board, subject to your rules and regulations.

Before the house opens, the cast will do a sound check by singing one or two numbers from the show. Our stage manager will set the level for our mixer and he/she will assist your sound operator in setting volume levels for your house system.

We also request an off-stage announcement microphone for a short pre-show introduction to be read by one of your staff members.

Soft Goods and Additional Requirements

We request:

1. two sturdy tables (3' x 8' in size) one on either side of the stage.
2. five chairs backstage.
3. one portable costume rack, if available.
4. the stage and backstage areas are swept and cleared of all items and equipment.
5. someone available to introduce and announce the start of the performance.
6. clean drinking water should be provided for four actors.

Dressing Rooms

ArtsPower requests that:

1. separate sanitary facilities be provided for male and female Actors and shall be properly masked from view of the audience or public to ensure privacy.
2. toilets and lavatories be clean and sanitary, and wherever possible, will be separate facilities from those provided for the audience.
3. sinks with hot and cold running water be available in or reasonably convenient to the dressing area.
4. dressing rooms shall be comfortably heated and/or ventilated.

Video Rule

A film or video tape may be taken of the production only for the exclusive use on a television newscast review of the production or a featured story on the production contained within the television news program only under the following conditions:

1. **at least 24 hours notice be given to ArtsPower.**
2. **filming and taping may be for only one-half (1/2) hour of footage, three minutes of which may actually be aired.**
3. **no taping or filming can interfere with the Actors such as the requirement for additional lighting or the movement of equipment.**

ArtsPower's stage manager must be notified upon his/her arrival for any possible attending camera crews. Before the crew leaves, our stage manager will need to know the television station's call letters (e.g., WPGH, Channel 12) and probable airdate and time.

Photograph Restrictions

The taking of photographs of any kind is prohibited during the performance. If you want to take photographs following the performance, please contact the ArtsPower office and speak with the stage manager on-site prior to your performance.

Question and Answer Session

If you would like a question and answer session, please contact the ArtsPower office prior to the performance.

Important Timings to Know

- 47-63 minutes running time, depending on the production.
- 60 minutes prior to house opening company does sound check.
- 15-20 minute sound check is required.
- 30 minutes minimum break between performances is required. If there is only one half hour scheduled between two performances and the first performance starts late, the second performance may need to start late to allow for the full half-hour break for the actors.
- On behalf of everyone at ArtsPower, thank you for having us at your venue! We look forward to our visit. Please contact us with any questions.

ArtsPower National Touring Theatre

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