



TECHNICAL REQUIREMENTS (3 onstage performers, 1 musical director)

What We Need to Do the Show

THERE ARE SIX MAIN COMPONENTS:

1. Sound
2. Lights
3. Screens (**KEYNOTE PERFORMANCES ONLY**)
4. Rehearsal and sound check
5. Stage and dressing room (green room)
6. Performance Environment

Please read these specifications carefully and completely. Let us know immediately if you have concerns regarding these requirements, or if your sound and/or light estimates seem unusually high. Questions or concerns: please contact your bureau representative to discuss options.

1. SOUND

A. Mixing board and amplification:

1. A mixing board with at least seven input channels and two separate monitor-out channels. Board should be located near the light board—typically in the rear of the house.
2. DI Box—for connecting the tracks laptop into the sound system.
3. Compression for vocal channels is required.
4. Amplifier(s) sufficient to send clear sound to the full room.
5. 1/3 octave equalizer(s) to enhance sound quality to room and/or monitors.
6. At least four quality speakers for the house (two, if the audience is 100 or less). These should be set up at least 5 feet off the ground so the people in the front row can enjoy the show too.

B. Monitors: 3 monitors running 2 separate mixes (2 monitors onstage for the actors running the same mix and 1 monitor next to the music director running a separate mix).

C. Microphones: 4 Matching Hand UHF Wireless Microphones & 1 mic for Musical Director

1. Three will be set up on stage.
2. One will need to be set up on a boom next to the music director.
3. One will need to be set up backstage.

*New batteries and/or recharging are required for rehearsal and performance.

D. Tracks:

1. Small table for laptop to be placed (tracks will be run by Music Director). The exact location depends on the room layout: just offstage, with a clear line of sight to the playing area works best. If necessary, it may also be placed on the floor to the right or left of the stage – as close to the performance area as possible.
2. Cable to run out of 1/8" sound output on laptop to DI Box.
3. Music Stand
4. Music Stand Light

E. An experienced sound technician: a dedicated technician throughout all specified load-in, rehearsal, and performance time; musical theatre experience is preferred.

F. All necessary cables: must be provided from rental company with equipment.

G. Please have all specified sound elements ready for use at the agreed-upon time of arrival.

2. LIGHTS

A. Lighting instruments requirements: We require a bright, even, full stage wash.

B. Light board:

1. The minimum control necessary for the show is lights up and lights down. If other looks are possible, they can be built onsite as time permits.
2. This board should be located near the sound board – typically in the rear of the house.

C. House lights: the ability to dim the house lights just before and during our performance is required. Ideally, the controls would be located near the sound/light board.

D. Please have all specified light elements ready for use at the agreed-upon time of arrival.

3. SCREENS (REQUIRED FOR KEYNOTE PERFORMANCES ONLY)

A. We require a screen large enough to be seen by all audience members and computer projection system, including a computer with PowerPoint and a remote control with a range that enables running the slides from on stage. The Water Coolers will provide a deck both through a Dropbox and on a thumb drive onsite.

4. REHEARSAL AND SOUND CHECK

A. Prior to rehearsal: it is recommended that *at least* 30 minutes be set aside before the performers arrive onsite—can be immediately prior to scheduled rehearsal time—for our company manager to meet with the onsite crew and assess the set up.

B. Rehearsal time: a minimum of 2 hours of dedicated time in the performance space, prior to the room's opening, in which to set up the stage and conduct a FULL VOLUME sound check, involving music tracks, amplification, microphones, and singers. We will be setting the mix during this sound check, and it is essential for a smooth final performance.

5. STAGE AND DRESSING ROOM (GREEN ROOM)

A. Stage playing area: ideally 18' wide x 16' deep (minimum 14' wide x 10' deep)

B. Entrances/Exits and backstage crossover: We require hidden entrance/exit on both sides of the stage which are typically created with pipe and drape, ideally there would also be a backstage area allowing for the actors to cross over behind the stage without being seen by the audience, again, can be created with pipe and drop along the back of the stage if the stage is at least 4 feet from the wall.

C. 3 straight-back chairs onstage – no arms: banquet chairs are fine

D. A 6-foot props table backstage: preferably a Classroom Table (6' x 18")

E. Sight lines and proximity of stage to audience: 2 strong recommendations (as a comedy act):

1. No audience members beside or behind the stage (our show is staged to face front)
2. The audience should be as near to the stage as possible—with no dance floor, bar, food station, or significant amount of empty space between the front row and the stage.

F. Dressing room/Green room: ideally the dressing room, in addition to being large enough to accommodate 4 people, would have all of the following elements (*please discuss specific variations, if any, during site survey*):

1. 4 chairs and 1 table
2. 16 bottles of chilled water (preferred) or 2 pitchers of water and cups
3. A clothing rack to hang up the costumes
4. 2 portable, full-length mirrors
5. An iron and ironing board
6. Access to backstage without crossing through the house
7. Nearby bathrooms

G. Safety: please ensure that all stage risers and stairs are stable and securely connected; all cables running along the ground backstage are taped and clearly marked.

H. Please have all these elements ready for use at the agreed-upon time of arrival.

6. PERFORMANCE ENVIRONMENT

An exciting, enjoyable audience experience depends significantly on the performance environment.

A. Audience placement: as noted in section 5F, there should be no audience members beside or behind the stage (our show is staged to face front). The audience should be as near to the stage as possible—with no dance floor, bar, food station, or significant amount of empty space between the front row and the stage.

B. Elimination of distractions: when the performance begins the audience must seated without distractions. This means that all table service has ceased and any bars and/or food buffets have been closed.

C. Focus: House lights must be lowered and stage lights raised to create a strong, clear focal point in the room.