

SANTA'S LITTLE HELPERS

A NEW HOLIDAY MUSICAL

**TECHNICAL
& HOSPITALITY RIDER**

as of 07/2024



SANTA'S LITTLE HELPERS

A. SET DESCRIPTION & STAGE REQUIREMENTS

Minimum performance space dimensions 30' wide by 20' deep. Minimum proscenium opening 20' wide by 18' high. **Flat, not raked, stage.** No fly system required. Non-proscenium stage configurations must be approved in advance. Backstage space must be clean, clear, with overhead cables and ropes at or above 12', no cable on the floor, and lit with running lights.

B. LABOR REQUIREMENTS

Company travels with: Company Manager/Sound Cue Tech.

PURCHASER to provide: Light Board Op., Sound Board Op. Wardrobe/Dresser, Spot Light Op., and one (1) run crew member.

PURCHASER agrees to provide at least the following crew for the load-in, running, and load-out of the production. No load-ins will take place between midnight and 6:00am, unless mutually agreed in writing at least 60 days prior to the performance.

PURCHASER will be solely responsible for any local union or non-union requirements for labor, teamsters, or any other such personnel and for any such fees, salaries, penalties, dues, benefits, etc. in connection with the presentation of the production.

Personnel must be consistent through all phases of production. These persons are to follow instructions of Company staff and cooperate with them fully.

Hired professionals only -no students or volunteers, unless cleared in advance at least 30 days prior to the performance. These persons must be able to lift heavy scenic items and road cases.

*****Company will not unload the truck until all required personnel are present.*****

LOAD-IN AND LOAD-OUT
RIGGER - 1 INDIVIDUAL
ELECTRICS - 1 INDIVIDUAL
SOUND - 1 INDIVIDUAL
WARDROBE - 1 INDIVIDUAL

PERFORMANCE
DRESSER – 1 INDIVIDUAL
LIGHT OP. – 1 INDIVIDUAL
SOUND OP. – 1 INDIVIDUAL
CREW – 1 INDIVIDUAL
SPOT OP. – 1 INDIVIDUAL

If load-in is not at stage level and there are stairs or a long push from truck to stage Four (4) people, plus the load-in crew, will be required

Daily Show Call: 1 hour 30 minutes before curtain

ESTIMATED LOAD-IN TIME:	2 HOURS
RUNNING TIME:	60 MINUTES, no intermission
ESTIMATED LOAD-OUT TIME:	60 MINUTES

****If first performance is in the morning or an early matinee, it may be necessary to load in during the previous day.****

C. CARPENTRY

VENUE SOFT GOODS

Company requires the venue to create a black box with a backstage crossover and three sets of legs and borders. Overhead borders to mask over stage electric pipes.

D. ELECTRICS

VENUE LIGHTING SET-UP REQUIREMENTS

All Venue Lighting Equipment will be hung, circuited, colored, patched and tested prior to Company's arrival. All required dimmer and power circuits will be available in the locations specified prior to Company's arrival.

VENUE PROVIDED PLOT

The production needs a warm wash and cool wash with isolated SL, SR and center. Specials will be provided at time of advance. There will be no more than 5. If venue has a house plot, it will need to be made available to the Company at least 30 days in advance. It is the Company's expectation venue will provide a lighting rig that will maintain the value of the production.

LIGHTING CONSOLE

House console needs to be ETC eos family (Element, Gio, Ion, Eos). Lighting console will be located front-of-house with a clear view of stage (I.E. In a booth or rear house location) and Purchaser staff will run the lighting control console. DMX 512 cable and connection to house dimmers must be available at this location.

E. SOUND

The following should be in place **PRIOR** to load-in:

MAIN AUDIENCE SPEAKER SYSTEM

Adequate to provide clear, even full range coverage to the audience seating area, and able to reach SPL levels of 110db. The system should be stereo and must include all necessary amplifiers and processors for normal operation. Company staff will run console for sound cues only. Mix position should never be in a booth behind glass, and would preferably be in the center of the house no further than 100' away from the stage.

Mix position is to be located in the **CENTER** of the house, no further than 80 feet from the stage, on the same level as the audience.

PERFORMER MICS

5 microphone receivers and channels should be available for each of the actors on stage. Company will travel with their own headsets and mic belts.

MONITOR SPEAKER SYSTEM

Four (4) full range speakers (EAW JF-80) located on Battens (2 per pipe 5'-7' off center) usually on 1st & 3rd Electrics for playback positioned to provide sound coverage of the entire performance area.

CLEARCOM/TELEX

A total of two (2) positions to be provided for the performance(s):

1 sound operator (handset)

1 electrics board operator

1 spot light op.

1 backstage crew

Venue sound technician must be familiar with the house sound system.

F. WARDROBE

One wardrobe person will be needed for two to three (2-3) hours to steam company costumes during load-in, possibly some sewing, light laundry, and packing during load-out. They will also be needed for quick changes during every performance. This must be the same person throughout the load-in, tech, and run.

If the Company is performing over the course of several days, additional calls will be needed for cast laundry during the run of the shows.

One each non-coin operated washer and dryer, sewing machine, and a steamer must be available while wardrobe personnel is on duty.

G. DRESSING ROOMS

To accommodate eight (8) performers, 6 male and 2 female. Rooms should be clean, temperature controlled, and have lighted mirrors, counters, chairs, adequate lighting, toilets, drinking water, standard electrical outlets, locks, and a costume rack. **There must be a dressing area, not accessible to the public, if no actual dressing rooms exist.**

H. LOADING DOCK

The loading dock must be clear and accessible, and able to accommodate road cases 3' wide by 7' high, (path between loading dock and stage must accommodate 14' long scenic units).

I. PARKING

There must be safe and adequate parking (paid by Purchaser, if necessary) secured near the venue for one (1) 12 ft. box truck and one (1) large 12 passenger van. These vehicles require vertical clearance of at least 9 feet. If needed, PURCHASER must also secure, and, if necessary, pay for, parking for these vehicles at the hotel for the same number of nights as accommodations provided.

J. SECURITY

The Company requires unrestricted and reasonable access to the theatre, starting from the time of load-in through the end of load-out, including admittance to the lighting/sound booth, dressing rooms, and any other areas which may be required for set-up, rehearsal, and performance. Security of Company Equipment and the safety of Company Personnel must be guaranteed while the Company occupies the premises.

K. EQUIPMENT

Two (2) 8' prop tables, one located offstage right and one located offstage left, lit **with running lights**. One Genie lift or Scissor lift for lighting focus and rigging scenic elements if no fly system is available.

L. HOSPITALITY

Please provide bottled drinking water at all times, including load-in and load-out, for twenty (20) people. Water, fruit juices, soda, coffee, tea, and light snacks must be provided for all shows and in place two (2) hours prior to curtain.

If the set-up and performance schedule makes it impossible for the Company to take a proper mealtime break, the presenter must arrange to have meals provided on the premises. Presenter will provide a meal prior to an afternoon/evening performance. Please contact the Company Manager two weeks in advance for meal planning (or whatever time frame is necessary for catering arrangements). If there are restaurants near the venue that are open and operational during the designated meal breaks, the Company/Presenter will allow a per diem for the Company members.

FOR SAFETY REASONS, A STRICT NO SMOKING POLICY MUST BE OBSERVED WHILE THE COMPANY OCCUPIES THE PREMISES.

G. BILLING

This production of *SANTA'S LITTLE HELPERS* is the product of Sunshine Entertainment & Theatrics. It is important that all contributors to this production receive appropriate billing and credit in programs, posters and advertisements ¼ page or larger. We request that our billing be presented substantially as follows:

Sunshine Entertainment & Theatrics (75%)
presents (25%)
Santa's Little Helpers (100%)
Book by LJ & Acee Elliott (50%)
Lyrics by LJ Elliot & Claudia Pelligrini (50%)
Music by Claudia Pelligrini (50%)

Creative team and cast billing will be available at time of advancement.

Any deviation from the above billing format must be approved in writing by the Company.

UNDERSTOOD AND AGREED

PURCHASER'S SIGNATURE: _____ DATE: _____

PRINT NAME: _____

TITLE: _____

COMPANY/VENUE: _____

COMPANY'S SIGNATURE: _____ DATE: _____