A picture containing colorful

Description automatically generated



**ADDENDUM A: TECHNICAL RIDER**

THE PAPER ESCAPER

|  |  |
| --- | --- |
|  | This document is an integral part of agreements between presenters and Terrapin Puppet Theatre (the Company). The information herein should be read carefully as part of programming considerations.  Any technical requirements that cannot be met by presenters in accordance with this rider, must be resolved to the Company’s satisfaction prior to finalization of a Performance Agreement. |

**KEY COMPANY CONTACTS**

|  |  |  |  |
| --- | --- | --- | --- |
| Producer | Xavier O’Shannessy | +61 406 581 438 | [xavier@terrapin.org.au](mailto:xavier@terrapin.org.au) |
| Production Manager | Ingrid Rahlen | +61 404 041 228 | [inki@terrapin.org.au](mailto:inki@terrapin.org.au) |
| Marketing and Partnerships Manager | Laura Jones | +61 411 817 757 | [laura@terrapin.org.au](mailto:laura@terrapin.org.au) |

**KEY PRODUCTION INFORMATION – *THE PAPER ESCAPER***

|  |  |
| --- | --- |
| Introduction | The Paper Escaper has a range of options including in theatre or non-traditional spaces. These specifications are indicative only. Please contact xavier@terrapin.org.au to discuss your needs further. |
| Show Duration | 50 mins, plus 10-min post-show Q&A |
| Interval | No Interval |
| Touring Party | Touring Party of 4: 3 artists, 1 production/stage manager |
| Venue Configuration | End of black box / proscenium arch.  Non-traditional spaces may be accommodated by discussion with the Company. |

Contents

[Venue Crew 3](#_Toc151466778)

[Call Times, Cast Warm-Up, Set & Turnaround Times 3](#_Toc151466779)

[Load-in 3](#_Toc151466780)

[Load-out 3](#_Toc151466781)

[Venue Documentation 3](#_Toc151466782)

[Stage 4](#_Toc151466783)

[Rigging 4](#_Toc151466784)

[Control Position 4](#_Toc151466785)

[Lighting 5](#_Toc151466786)

[Audio 5](#_Toc151466787)

[Freight, delivery and storage 6](#_Toc151466788)

[Dressing Rooms, Wardrobe and Green Room 6](#_Toc151466789)

[Consumables 6](#_Toc151466790)

[Acknowledgment 6](#_Toc151466791)

# Venue Crew

Venue crew are required at load-in, load-out, technical rehearsals and performances, according to the following staff guidelines. All venue technical staff must be qualified and be familiar with the venue and all in-house equipment.

Venue technicians will work with the company technician to patch and plot the show, and the company technician will operate during the performance.

Crew roles between Company members and venue staff run as per the following breakdown:

1. Venue/Presenter to provide:

|  |  |
| --- | --- |
| Load in (morning) | 1 x General Show Technician  (familiarity with all systems required)  2 x Lighting Technician  1 x Sound Technician |
| Show call | 1 x General Show Technician  (familiarity with all systems required) |
| Bump out | 2 x General Show Technician  (familiarity with all systems required) |

1. Terrapin to provide:

Company members provide the following crew functions, as required, throughout load-in/out, rehearsals and performances:

1 x Company/Production Manager – this role with act as show operator.

3 x Performers – performers assist with load in/out as required, particularly with scenic load in.

# Call Times, Cast Warm-Up, Set & Turnaround Times

1. Call times

Show call – 1 hour prior to performance with venue access to dressing rooms from 1 ½ hours prior to scheduled performance start time.

Post show – 1 hour post performance for cool down and reset

1. Cast Warm-Up

Cast require use of a dedicated warm-up space for 1 hour prior to each performance. This space can include rehearsal spaces, large dressing rooms or adequate rear stage space, to be agreed on by company Producer in advance of season.

1. Additional Venue Access

Additional access to the venue will be negotiated, as required, during the season for re-rehearsals or similar Company activity.

Load-in

1. Load in/Get in/Bump in

The standard in theatre bump-in time is up to approximately 4 hours with a pre-hang and the first performance in the afternoon or evening of the (depending on site conditions and preparations).

If a pre-hang cannot be completed prior to company arrival, bump-in will take approximately 8 hours with the first performance on the evening of the first day or morning of the second (to be discussed on a case-by-case basis).

**Exclusive site access is required during load in.**

# Load-out

1. Load out/Get out/Bump out

Bump out may begin after the final performance. Please allow up to 1.5 hours.

# Venue Documentation

1. Theatre plans

All up to date technical documentation for the venue is to be emailed to the Producer and Production Manager at the earliest possible time and **at least two months prior to tour dates.**

1. Venue drawings

Scale drawings, plans & photos of the theatre are to be provided for the following venue technical specs:

* Scale drawings including section and plan views
* Venue contact details

Plans should be provided in current Vectorworks files or PDF with scale bar provided.

Stage

1. Stage

* Performance area 26 feet, 3 inches x 20 feet minimum is required.
* Performance area height of 16 feet, 5 inches or greater.
* The stage must be stable, level and suitable for barefoot performance.
* The stage surface should be black.
* Stage should be swept and mopped prior to the company’s arrival.

1. Set

The set design for The Paper Escaper comprises of a large, 3 feet 11.24 inches (D) x 11 feet 9.73 inches (W) x 3 feet 11.24 inches (H), custom made table that acts as a puppetry playboard and mask for puppeteers. Along with an arted “incinerator” set piece, a tool shadow board, a large fabric backdrop, two side-stage flats and a fabric floor.

There are 4 x practical lamps in the production.

Photos are supplied with this document.

Note: Updated stage plans will be made available as soon as possible.

1. Masking

* Masking is dependent on each venue. Please discuss with Ingrid Rahlen as soon as possible.
* Existing venue legs and boarders are used to create a black border to the stage area. Flat masking is preferred where possible.
* The Paper Escaper requires the use of one full stage width, black, tabs with centre stage split.
* There should be a well-lit crossover behind the upstage masking.

1. Terrapin to provide

* All set and props.
* All relevant rigging equipment relating to the artists

1. Venue/Presenter to provide

* Minimum stage dimensions of 26 feet, 3 inches x 20 feet
* Minimum height to lighting bars of 16 feet, 5 inches
* Minimum 4 legs per side to create mask. (Flat preferred)
* Upstage full width black smother. (Flat preferred)
* Crew to unload and assist with set construction.
* Stage to be swept and mopped by house crew just prior to doors.
* Venue supplies brooms and mops.

Rigging

1. Production Rigging

* This production may tour 3 x practical lamps rigged from the lighting bar directly about the playboard. This element may be taken out.

Control Position

The Terrapin Production Manager or Touring Technician will operate all lighting and sound playback for the performance with assistance from the venue show technician where required.

The control position must be at the back of the stalls and not in a closed control room. Control rooms with glass windows are not suitable unless otherwise discussed. Please ensure that tickets are removed from sale to accommodate an audience control position.

1. Terrapin to provide

* Suitable audio playback system, MacBook Pro with QLab 4, or similar.
* Suitable lighting control system, ETC EOS Nomad, or similar.

1. Venue/Presenter to provide

* Rear of stalls position (not sealed control room). Ensure appropriate tickets have been removed from sale for this purpose.
* Suitable surface for audio and lighting control systems. This surface should be clean and clear of obstructions or hazards.
* 1 x 110V or 240V AC non dimmed power supply for audio control.
* 1 x 110V or 240V AC non dimmed power supply for lighting control.
* Talkback to stage manager / cast on stage. (wireless preferred where possible)

Lighting

Terrapin will provide an indicative lighting plan on signing of contract and detailed venue specific lighting plans after receipt of the venue’s lighting inventory and details of basic lighting rig. Venue specific plans will be provided at least two weeks prior to tour dates.

1. Terrapin to provide

* Suitable lighting control system, ETC EOS Nomad, or similar.
* 1 x confetti blower.
* 4 x practical lamps

1. Venue/Presenter to provide

* All lanterns, venue stock adaptations can be made in consultation with Terrapin Production Manager.
* Gel as per supplied lighting plan.
* Moving lights or static LED wash units to provide floor colouring (as negotiated)
* All DMX and power cabling.
* Control of all fixtures to the control position suitable for 2 x DMX outputs or and Ethernet connection and protocol convertor (Artnet or ACN).
* Hazer capable of suppling a controlled amount of haze. CO2 base preferred.
* House light control from control position can be patched into touring console. If house light control has to stay with the venue system it is desirable to have a range of fade times programmed.
* At control position, 1 clean 110V or 240V AC non dimmed power supply (separate from audio)
* Suitable blue work light in side wings and upstage crossover (must not spill on stage)
* All venue equipment to be pre-rigged unless negotiated otherwise.

Audio

Terrapin will provide their own laptop, or rack-based audio system with both a main and backup system outputting to two sound cards. Each sound card outputs 2 XLR lines, L&R patched to the house desk. The venue should supply cabling from the touring company’s outputs to all house systems. The touring company Production Manager or Touring Technician will require access to the faders of the house console or a sub mixer to be placed at the control position to allow control of levels during the show. The PA should be rigged and tuned flat prior to the company’s arrival.

1. Terrapin to provide

* Suitable audio playback system, MacBook Pro with QLab 4, or similar.

1. Venue/Presenter to provide

* FOH PA with even distribution to all parts of the auditorium, rigged and runed prior to the company’s arrival.
* Onstage foldback, minimum 2.
* 4 input lines from Terrapin’s equipment.
* Sound console to control all touring equipment.
* 1 x vocal microphone at control position for rehearsals and performance.
* 1 x vocal microphone on a stand side stage for emergency use.
* At control position, 1 clean 110V or 240V AC non dimmed power supply (separate from lighting)
* Suitable comms system for communication between control position and stage.

Parking

The Paper Escaper requires on-site parking for the duration of the season, including all rehearsal and residency dates.

Dressing Rooms, Wardrobe and Green Room

Dressing Rooms

* Adequate dressing room facilities sufficient for 4 people. Separate male and female dressing rooms required.
* Dressing rooms should be secure and lockable
* 2 clothing racks with coat hangers for costumes
* General power outlets available
* Access to toilets and shower backstage
* 3 clean bath towels per performance.
* Mirrors and Clean Towels provided

Wardrobe

* Laundry facilities including a washing machine, clothes dryer, drying racks, iron and ironing board

Greenroom

* Greenroom facilities for 4 people to include; hot and cold running water, refrigerator and tea and coffee making facilities.
* Access to a freezer and ice/ice packs for emergencies. Venue must provide fresh ice for every performance.
* Please provide, if possible, the following for both Load-in and each Performance Day:  
  Basic light meal or extensive healthy snacks for four people such as sandwiches, whole fresh  
  fruit, bagels, vegetable tray, mixed nuts, yogurt, etc. (Dietary restrictions to be shared during   
  the advance.) Beverages: Water, Coffee and tea.

Consumables

The venue/presenter is to provide, as required, sufficient to cover the program of performances;

* 1 x roll white gaff
* 2 x rolls black gaff
* 2 x rolls black electrical tape
* 2 x ice packs OR Fresh ice provide at start of the performance with Plastic bags and tea towels in case of injuries and emergencies

Acknowledgment

Presenter and Technical Director: Please sign here to acknowledge and accept the terms of this technical rider. In doing so, you are confirming that you have noted and initialled on this rider any adjustments or concerns that need to be addressed during the advance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       \_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        
Presenter                      Date             Technical Director            Date