



La Maleta de Maebelle (Maebelle's Suitcase)

Addendum A - Technical Rider - Theaters/Performing Arts Centers

This list of technical requests is intended as a guideline. Please contact us with any questions or concerns at Gricelda@GlassHalfFullTheatre.com.

FACILITY

A. STAGE REQUIREMENTS

1. Stage Opening, Width and Depth: Maebelle is typically performed in Proscenium. Minimum stage depth and width **30' X 30'**. Minimum height **14'**.
2. Stage Surface: Stage must be level and swept prior to each performance. The set does not need to be attached to the stage floor.
3. Audience Access from Stage: The performer moves from the stage into the audience during one portion of the performance, and should be able to safely do so (stairs, ramp, etc).
4. Temperature: Performance area and dressing rooms should be well heated/cooled to a minimum of 67°F and maximum of 76°F.
5. Preparing the theater prior to load-in: *Maebelle's Suitcase* does not carry lighting equipment. See AUDIO REQUIREMENTS section for what sound

equipment Maebelle does travel with. Presenter agrees to pre-hang Maebelle light plot and soft-goods prior to load-in. Pre-hang will include hanging or installing all lighting and sound equipment, cabling, patching, and verifying that all equipment is in proper working order.

6. Wireless Internet Access: Presenter agrees to provide an area in the facility (ideally dressing rooms, green room and theater house) with wireless-internet access.

B. SCENIC ELEMENTS

The Maebelle team travel with scenic elements (see floor pan below) that consist of

- 1) Maebelle's Treehouse: (total footprint of 17' diameter')

Consists of two curved walls (8'3" height), 6'2" from end to end. They are on casters, and form a partial circle around the other scenic items, which include a 4' wide round folding table with a tablecloth, 2 folding chairs, a rolling hat rack, and a rolling dress form. The curved walls are joined together downstage presenting their convex sides to the audience at top of show (Position A); this represents the external facade of the treehouse. During the performance they are pushed to their upstage position, presenting their concave side to the audience (Position B); this represents the interior of the treehouse. The walls are returned to Position A shortly before the end of show.

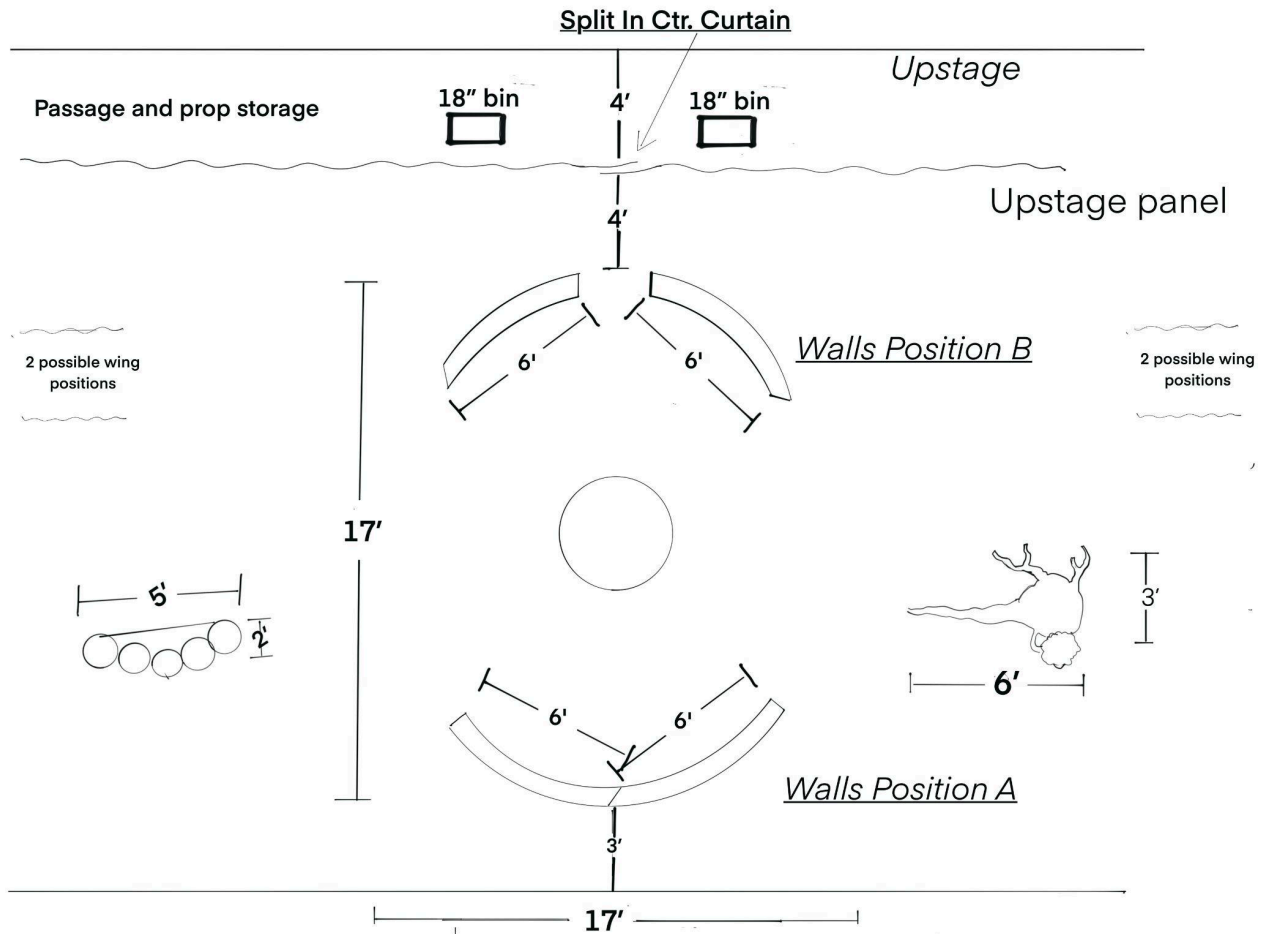
In the upstage position, (Position B), the walls come together only at the top, leaving the negative space of an arched doorway in between them. The walls are wider at top (10 foot 4 inches) than at their base (8 foot 10 inches). When joined together, the depth of the curve is 3'3".

- 2) The Museum: (footprint 5' x 3')

Consists of a front facade of 5 short pillars for the hat contest that sits SR. .

- 3) Binkle's Tree: (footprint ' 6 X 3")

Consists of a tree stump that sits stage left.



C. SOFT-GOODS

1. Presenter provides a black upstage panel the width of the stage **with a center split** at appropriate depth for the playing space (minimum 25' from the plaster line), with at least 4' of space upstage of the walls when in Position B. There should be a minimum of 4' upstage of the back upstage panel for crosses and prop storage.
2. Leg configuration will need to provide at minimum one wing entries per side downstage of the back curtain panel for the entrance of small set pieces.

D. DRESSING ROOM & WARDROBE

Presenter agrees to provide 2 dressing rooms for performers which provides:

1. Lighting
2. Two chairs
3. Costume rack/ place to hang clothing with 3 hangers
4. Adequate heating/cooling
5. Access to restrooms with hot/cold running water.
6. Access to a Steamer or steam iron and ironing board
7. Access to power outlets
8. Access to a washing machine and dryer

E. GREEN ROOM

Presenter provides a green room centrally located to the stage and dressing rooms. It must be large enough to accommodate seating for 3.

F. PARKING

Presenter agrees to provide 2 safe, secure parking spaces for an SUV and Trailer (5' x 8') close to the theater and easily accessible throughout the engagement period including load in, performances, and load out. In ideal circumstances, the trailer would stay at the theater from load in to load out.

PERSONNEL

Presenter provides **4 Venue Crew** as needed (roles can be combined if applicable.)

A. Presenter provides the following crew for Load In:

1. **One Master Electrician/Lighting Technician:** Hangs, focuses, and troubleshoots lighting systems during rehearsal. Pre-sets instruments prior to Maebelle arrival.
2. **One Audio Engineer/Sound Technician:** balances sound mix. Maebelle provides a laptop with QLab for audio playback.

3. **Two Stage Crew** (or One Technical Director plus one stagehand) to unload scenic & prop elements and assist with scenic installation and masking curtains (unless previously installed).

B. Presenter provides the following crew for Rehearsal & Performances:

1. **One Light Board Operator**: The Tour Stage Manager will run the sound cues and cue the Light Board Operator during the performance.

2. **Sound Board Tech** for muting and unmuting mics, mixing and troubleshooting as necessary.

3. **One backstage Hand** to transmit top of show “places” cue to performer pre-show.

C. Two Crew members are requested to support striking and loading the van.

D. Maebelle provides the following touring personnel:

1. One Stage Manager
2. Two Performers

LIGHT PLOT & REQUIREMENTS

Subject to minor changes pre-approved by the presenter and LA MALETA DE MAEBELLE:

Full-Stage, *pre-focused* Rep Plot

1. 2-color Front Wash each even with separate control into six basic areas; downstage left, downstage center, downstage right, upstage left, upstage center, upstage right.
 - a. One Warm e.g. R03
 - b. One Lavender e.g. R53
2. LED PAR (colorsource deep blue or comparable) top lights system, or conventionals if LED isn't available
3. 2 Top Template Washes- not needed upstage center
 - a. 1 in greens e.g. R90, R89, R91)
 - b. 1 in fall foliage e.g. R50, R40, R23

- c. Template can be pulled from stock
 - d. Template should be a foliage break up
- 4. 4 Gobo Specials (Company will provide)
 - a. On straight down on table with "skylight gobo"
 - b. One downstage center with window gobo
 - c. One on window seat with window gobo
 - d. One straight down on table with gobo rotator and hurricane gobo
 - e. All no color
- 5. 2 refocusable specials e.g. I-cue or moving light.
 - a. If not available specials to be provided at
 - i. Hanging hat ladies
 - ii. Doorway opening
 - iii. Stage right chair
 - iv. Window seat
 - v. Rules

The presenter provides a computerized lighting console with at least adequate channels (i.e. ETC Expression, Obsession, ION, EOS, etc...) and an experienced electrician to program/operate it.

AUDIO REQUIREMENTS

A. SOUND SYSTEM

Presenter will provide an acoustically tuned sound system with adequate power and speakers to fill the space.

1. MIXER:

a. One (1) Mixer with EQ and compression available on each of the channels:

(4) 2 mic channels and 2 channels of audio playback.

b. Computer Audio connection to the mixing console:

Digital: through an interface (Company travels with a Focusrite Scarlett 4i4) or house interface.

Analog: 1"8" (3.5mm) stereo cable out of the computer to a stereo DI (Radial preferred).

2. SPEAKERS:

Preferred Speaker Channel Arrangement: although traditional stereo set up is ok.

- One (1) Center Channel for actors mics.
- Qlab playback does not need to go to the center channel.
- Two (2) Mains in LR stereo configuration:
- One (1) Sub

3. ACTORS' MICROPHONES:

Venue will provide **two (2)** wireless belt packs with transmitters and receivers, on separate channels with **OVER EAR ELEMENTS, similar to a Countryman or comparable**. Actors may need assistance from the audio technician to secure their mics and packs. This is a very physical show and mics and packs must be very secured.

4. PLAYBACK DEVICES

Company will provide a laptop computer that will run audio cues using QLab 5. Presenter will provide all cabling from the computer to the mixer..

C. HEAD-SET COMMUNICATION

Presenter provides the following communication system:

1. A monitoring system should be provided to the dressing rooms and green room that:

- a. Provides a clear signal of the stage audio
- b. Allows pre-show paging by the stage manager

2. A headset system allowing talk-back communication. Headsets positioned for the following:

- a. Stage Manager
- b. Sound Engineer
- c. Light Board Operator
- d. Backstage Crew

LOAD IN/LOAD OUT

A. PRIOR TO THE ARRIVAL OF Maebelle

- 1. Hang or install all lighting & sound equipment, cabling and patching.
- 2. Install all soft goods.

B. AT ARRIVAL OF Maebelle

Maebelle requires approximately 5 hours to LOAD IN if all lighting and soft goods are pre-hung.

- 1. Load in and set up scenery & props (90 minutes, overlapping with lights)
- 2. Set light cues (120 minutes for programming after finalizing hang and focus).
- 3. Set levels and run sound cues (30 minutes)
- 4. Cue to Cue show (60 minutes)

5. Reset of show (15 minutes)

C. STRIKE

1. Strike will approximately take 90 minutes, including van loading.
2. Two Crew members are requested for help striking and loading the van.
3. If the set must be temporarily struck (in a festival situation), it will take approximately 25 minutes to strike, and 30 minutes to reload in.

PERFORMANCE INFORMATION

A. DURATION

1. Maebelle runs approximately 60 - 65 minutes. There is no intermission.
2. An optional talkback for school performances immediately follows the show and lasts 5 – 10 minutes. If the Q&A is not going to take place, the company should be told during the advance.

B. MUSIC

Maebelle provides pre-show music for the show.

C. HOUSE OPENING AND PRE-SHOW ANNOUNCEMENTS

1. The house can open 30 minutes prior to the start of the show once the Touring Stage Manager has cleared it for opening.
2. The Presenter should inform and coordinate with the Touring Stage Manager about any pre-show announcements, as the performer will be on stage while the audience is being seated and while houselights are still up, approximately 5-10 minutes before top of the show. This moment of pre-show stage business is important to setting the story, but if the Presenter wishes to have Venue Staff/ House Manager/ Education Director do an onstage pre-show announcement or greeting, there can be a coordinated moment to do the announcement. Please discuss this during the advance.

D. RESET

Maebelle requests a minimum of 1 hour break between performances. This includes 15 minutes to reset the stage and a 45 minute break for the performers.

E. PROGRAMS

Maebelle does not provide printed programs. Virtual programs are available. Please see [Materials for Presenters Maebelle Fall 25](#) for the program link, proper performer and creative team credit, media copy and images, and education materials.

F. INTERPRETATION

1. Tour will need to be informed during advance or load-in if any performances will be ASL interpreted, audio-described or subtitled. This is a bilingual show, so interpreters should be bilingual in English and Spanish. A digital copy of the script can be provided for interpreters in advance as needed.

OTHER SERVICES

A. HOSPITALITY

The presenter provides the following:

1. Load-in/Tech Rehearsal AND Each Performance Day:
 - a. Balanced and nutritious meals and hearty snacks such as sandwiches, fresh fruit, vegetable tray, mixed nuts, etc.
 - b. Beverages: Coffee and tea. Non-dairy milk choices. Access to filtered/purified water. Maebelle crew travels with their own reusable water bottles.
2. Additional items: Ice in freezer or cooler for use in case of injuries.

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 initialed on this rider any adjustments or concerns that need to be addressed during the advance.

Presenter **Date**

Technical Director **Date**