

BARD WORKS PRODUCTIONS

David Alford's

A HOLIDAY TO REMEMBER

Featuring Truman Capote's "A Christmas Memory"

2022 PRELIMINARY TECHNICAL RIDER

This is the preliminary technical rider for the 2022 Tour of A HOLIDAY TO REMEMBER and is considered to be a portion of the performance contract.

Light plots and Soft Goods Plans will be available online, sent to you on the final technical rider.

ARRIVAL

The Road Crew and Set will arrive approximately 8 Hours prior to the scheduled performance time. Please see that your loading area is completely free of all obstructions, steps, debris, ice, snow, etc. and that a clear 8-foot wide path exists to the stage area.

The Cast will arrive at the theater for sound check, approximately 2 hours before the first performance. We request that all vehicles be allowed to remain at the load in area for the entire day. If this is not possible, please arrange for parking nearby.

Vehicles: For productions within two hours driving distance of Nashville, all show personnel will provide their own transportation (up to seven personal vehicles). 1 panel truck (maximum 24') for set elements.

LOAD IN AND OUT TIMES

A HOLIDAY TO REMEMBER takes approximately 6 hours to load in, set up, focus and cue. The load out takes approximately 1 and 1/2 hours after the final performance. PLEASE NOTE: The estimates of "IN" and "OUT" may vary with local house conditions. Exact load in times will be scheduled by our Production Manager, approximately three weeks before the scheduled performance

LABOR CALL

PLEASE NOTE: A HOLIDAY TO REMEMBER has been designed to fit a variety of venues. As such local crew needs may vary from the call listed below. However it is critical that once a crew call has been determined by the show's Production Manager, that it be maintained correctly upon the company's arrival. Failure to do so could result in a cancellation of the performance. If local crew requirements are not met, the PRODUCER'S Production Manager reserves the right to hire additional crew at the local PRESENTER'S expense as required by the Technical Rider.
THE TRUCK WILL NOT BE UNLOADED WITHOUT THE FULL LOAD-IN CREW

PRESENT. The labor calls are based on the premise that all able-bodied stagehands can and will assist from one department to another as the need arises during load-in and load-out.

Road Staff: The production company travels with 1 Stage Manager, 1 Technical Director, 1 Sound Engineer/Production Manager, and 1 Production Assistant/Wardrobe Supervisor

Members of our road crew are not to be used to supplement or take the place of the crew requirements listed below!! Their function is to coordinate, oversee and instruct the local crew and to assure an efficient load-in, load-out and running of the show. The following crew numbers are based on venues with good loading access and counterweight fly systems. Crew Calls are subject to change due to local conditions.

A HOLIDAY TO REMEMBER is NOT a yellow card attraction. As such, all local labor will be provided by the local presenter, or the presenters designated staff, after consultation with our Production Manager.

LABOR CALL*

	Load In	Show Call	Load Out
Scenery/Props	4	1	4
Lighting	2	1	2
Sound	2	1	2
Wardrobe	1	1	1
Runner	1	1	1
Totals	10	5	10

* Venues with Union Crews may require additional crew (ie: Loaders, Flies, Gallery Weight Loaders, and other dedicated departments) as required by local rules. Our Production Manager will contact you for confirmation of exact crew size.

Please Note: THAT THE ABOVE NUMBERS ARE SUBJECT TO CHANGE DUE TO LOCAL CONDITIONS. These are the minimum requirements for this production and all crew-members are expected to have basic tools present with them at call time. **ANY STAGE HANDS SHOWING UP FOR WORK OR SHOW CALLS SHOWING ANY SIGNS OF INTOXICATION OR SUBSTANCE ABUSE WILL BE DISMISSED ON THE SPOT AND REPLACEMENTS MUST BE HIRED IMMEDIATELY AT PRESENTER'S EXPENSE.**

RUNNER: (This requirement is not negotiable and cannot be struck from this rider.

A local "runner" with vehicle must be provided by the PRESENTER, during the entire time the Production Company is booked into the venue. This individual must have a valid driver's license and strong knowledge of the local area. The vehicle must be in safe and secure condition, and be able to hold 6 Passengers in addition to the Driver. This person is permitted to be a member of another department within the venue and have non-show duties. However they must be available

at no more than **10 minutes notice**. Also please note, this person will be used immediately at the beginning of Load In to transport drivers to hotels and at the end of load out to pick up drivers.

STAGE REQUIREMENTS

MINIMUM LOADING DOOR SIZE	Minimum 5' Wide x 7' High
MINIMUM PROSCENIUM OPENING	28' 6" Wide by 15' High
MINIMUM STAGE DEPTH	20' measured from curtain line to last hang position
CROSSOVER	Not Required
MINIMUM BACKSTAGE CLEARANCE	5' Off stage Left & Right of proscenium
MINIMUM FLY LINES	3 for electrics
HOUSE CURTAIN	Not Required
CYCLORAMA	Preferred, minimum 24' square, with ground row
MASKING	Black Masking for Electrics Black Legs Downstage for Set or an adjustable IF NO CYCLORAMA, Black Or Dark Colored Backdrop Upstage

The set consists of one freestanding platform unit with freestanding background elements. We will need access to 16 house stage weights and/or sandbags, for weighting scenery jacks and plates. If unavailable please provide at least 12 - 25# sandbags, or other comparable weighting devices (ie "Sand in a tube" or cinder blocks).

Stage **Must Be Free** of all obstructions, and hanging goods other than those mentioned in the STAGE REQUIREMENTS, and shown on the appropriate size soft goods plot. The back wall of the theatre should be clear for storage of the scenery as it is unloaded. Also an 8' wide path should be clear the full distance from the loading area to the stage.

Stage Floor: A black or neutral colored floor is preferred. This floor must be level and even.

Please Note: For venues which are unable to accommodate the above scenic specifications, the technical aspect of the show will be adapted by the tour's production staff in order to provide for the best performance possible. NO MODIFICATIONS will be made to the show, which will be detrimental to the safety and structural integrity of the scenery or to future bookings. All adaptations are solely at the discretion of our technical staff, who will keep the production's best interests and safety in mind at all times.

ELECTRICS

A HOLIDAY TO REMEMBER will use the house lighting system operated by our technician via our lighting console. A DMX512 input must be available to tie our console into your system. If no DMX is available the presenter must provide a DMX interface or a lighting console in addition to the lighting system. The Plot will consist of approximately 34 Instruments in the front of house position, and 40 instruments onstage.

Note: The Light Plot must be hung, patched, and colored before the Company's arrival.

For Non-Traditional Theaters and Auditoriums: For those venues which do not have a traditional theatrical lighting system. The show will require a smooth dimmable front wash of the stage.

FOLLOWSPOTS

No followspots are required.

LADDERS

Lighting: The local venue must have on hand at time of load in one A frame ladder or personal lift (Genie) which will reach the Lighting when at trim position approx. 20-23'.

Scenic: The venue must also have on hand two - 8 or 10' stepladders

SOUND

The production company will provide all wireless microphones, instruments, and direct boxes, and any necessary onstage amplification (instrument amps, etc.). The company will use the house's sound system for amplification if it meets the production's specifications.

The Presenter will provide the technical specifications of the house sound system as requested by the production's Sound Engineer within 30 days of entering this agreement. In the event that the house system is determined to be inadequate for the production's needs, the presenter will provide any additional rental equipment at the presenter's expense. Equipment specifics and provider will be mutually agreed on by the Producer and Presenter.

The sound console will be operated by our road engineer. We will require an area 6 feet deep by 6 feet wide for our mix position which should be near the center at the rear of the first set of orchestra seating. We prefer not to be underneath a deep balcony. The location can be in an aisle, or where seats have been removed. For this area please provide one 6' table or one 3/4" plywood sheet to lay over seats at the sound position prior to our arrival. If seats must be removed or the area needs to be leveled in some way, this should happen in advance of our load in.

Please Note: This show is a mix of amplified vocals and instruments. The show must be mixed from the house. A closed room or room with a window will not be considered acceptable.

Power: In the event of rented equipment, the show may require a single phase 208 power drop (minimum of 60 Amps) backstage. A qualified electrician should be on hand at the beginning of load in and out to connect and disconnect this feed. If a dedicated power drop is unavailable, the show may require 6 - Dedicated 20 Amp outlets backstage. These should be clear of any other power usage by lighting and other items which may cause interference.

Headset Communications: The production will require 3 Headset locations at the following locations: Lighting Console, Sound Engineer, and Backstage (the backstage unit should have 50' of cable, or be wireless). An additional headset will be required in the event the house lights are

not operated from one of location listed above. **HEADSET COMMUNICATION BETWEEN THESE STATIONS IS INTEGRAL TO THE QUALITY OF SHOW.** The Presenter is required to provide these headsets which must be either Clearcom, Telex or equivalent quality (Maxon or Radio Shack wireless are NOT Acceptable)

Orchestra Pit and Piano: No Orchestra Pit is required. If available, the Production will use an upright piano.

PROPERTIES

Tables and Running Lights: The Production will provide its own prop tables. Please keep stage clear of all other tables and obstructions. Any crossovers should be equipped with "running" lights for visibility.

Brooms and Mops: Push brooms and mops with buckets must be available. The stage floor must be mopped prior to every performance at the Presenter's expense.

WARDROBE

The Local Venue shall provide the following items: 2-Rolling racks, plus Wardrobe racks in each dressing room.

If your venue has laundry facilities on site please inform our production team in advance. Our Wardrobe Supervisor will contact you in advance if they have any other special needs for your load in (ie: Dry Cleaning, major repairs).

Dressing Rooms: All dressing rooms are to be equipped with chairs, counters, clothing racks, and lighted make up spaces (make up lights should be incandescent not fluorescent.). All dressing rooms must be in close proximity to hot and cold running water, clean towels and rest room facilities, which are separate from those used by the general public or audience members. Shower facilities are appreciated but not required.

Principals: 1 room for 1 man

2 rooms for 1-3 musicians: 1 male dressing room, 1 female dressing room

Office: 1 room for the Production and Company Manager if available.

RUNNING TIMES

The first act runs approximately 50 minutes, and the second 40 minutes. We ask no less than a 15 minute intermission.

HOSPITALITY

Load In: (For 4 persons)* At arrival and through the Load in, the local presenter shall provide an assortment of coffee, tea, juices, and soft drinks.

Load In starting before 12 PM – For the morning break, Presenter shall provide light breakfast foods such as Granola bars, Bagels, and Fruit. For the midday break, light lunch foods such as Sandwiches, Pizza or Chicken.

Load In starting after 12 PM – For the Afternoon break, Presenter shall provide light snack foods such as Granola bars, Chips, Crackers, and Fruit. Approximate break times will be determined during the advance call, along with any special dietary needs.

Hot Meal: For a Load In Day with only one show this will be for the CREW only (4 Persons, Served 2 Hours before Curtain) For any day with 2 or more shows, this will be for CAST and CREW (10 Persons, Served Between Shows). The local presenter shall provide a hot meal, with beverage assortment. Daily menu suggestions will be provided along with the shows advance paperwork. Special Dietary needs will be addressed in the advance paperwork. Performance Days with only 1 show and NO Load Ins are exempt from this requirement.

Backstage Water: Venue must provide 15 - 12oz or larger bottles of drinking water backstage for each performance. Filtered Bottled water coolers are an acceptable substitute. Drinking fountains are not.

NOTE: In the event you are providing refreshments for local crew please note that those refreshments are NOT to be included in Settlement expenses.

STAGE CLIMATE

THE ON-STAGE TEMPERATURE MUST BE KEPT COMFORTABLE AND HEALTHFUL AT ALL TIMES DURING THE PERFORMANCE. This temperature must be achieved by one and one half hours prior to curtain and maintained throughout the performance, with as little air movement as possible on stage. *If portable heaters/cooling units are required to achieve this, they shall be obtained at PRESENTER'S expense.*

GENERAL NOTES

Curtain Time: We will always attempt to start the performance exactly at the advertised curtain time, unless otherwise advised.

Company Size: For productions within 2 hours driving distance to Nashville, there are: 1 actor, 5 musicians, 1 Stage Manager, 1 Technical Director, 1 Sound Engineer/Production Manager, and 1 Production Assistant/Wardrobe Supervisor (10 total).

Advance Paperwork: All advance paperwork for A HOLIDAY TO REMEMBER is handled electronically. Advance scheduling, hospitality and runner information will be emailed to the Venues Presenter and Technical Director or Production Manager approximately 3-4 weeks in advance of the engagement. Light Plots, soft goods plans, and floor plans will likewise be available online. The Show's Production Manager will be in contact by phone to confirm and finalize details approximately 1 to 2 weeks in advance of the engagement.

Performance Payment: The Producer (or a designated representative) must receive the final payment in the form of a cashier's check, money order, university/college check or cash for the performance(s) at the intermission of the last performance. Checks or money orders must be made payable to Bard Works, Inc. EIN: 87-4665067.

Pertinent Information: Please include with the return of this rider an up-to-date copy of your venue's information packet, or a link to access this information online. If you do not have a prepared information packet or website with this information, please contact our Production Manager to receive a questionnaire of pertinent information we will need for your venue.

CLOSING AND ACCEPTANCE

The best performance will be achieved if you can meet all of these technical requirements. We are, however, flexible in many areas. If changes must be made, please contact Bard Works, Inc., so that these changes can be discussed and finalized. Changes must be approved in advance by our Production Manager to avoid any on site surprises and conflicts, as well as to insure the safety of both our company and the local personnel.

In the event of changes to this Rider, an addendum will be issued by our office in advance of the tour's commencement. If these changes will affect your booking we will discuss necessary adaptations at that time.

Accepted: _____

(Signature of Presenter or Presenter's representative required)

Print name: _____ Date: _____

Venue: _____

Presenter's Phone: _____ Email: _____

Technical Director/Production Manager: _____

(Please Print)

TD/PM Phone: _____ Email: _____

Venue Website: WWW. _____

PLEASE REMEMBER TO ATTACH YOUR VENUE SPECIFICATIONS OR INCLUDE AN ELECTRONIC LINK.

Thank You!