

Griffin Theatre Company does not carry a sound system. Presenter will provide amplifiers, speakers and either a high quality CD player or a mini disk player. Presenter will provide a sound board operator. Sound control and levels are totally at Griffin Theatre Company's discretion, however a reasonable effort will be made to accommodate the presenters requests, provided that a representative of the presenter is present when sound levels are prepared.

Further, Local Presenter will supply floor and overhead microphones to amplify actors voices during performance and if necessary and required by the Griffin the local presenter will supply body microphones to Actors for use during performance. Local Presenter will supply a working off stage microphone for actors during performance.

Intercom

Presenter agrees to provide an intercom headset system in good working order, consisting of 3-4 headset/belt-pack stations to allow communications between Griffin Theatre Company stage manager, the sound operator and the light board operator.

Lighting Equipment

Griffin Theatre Company does not provide or carry lighting equipment, dimmers or lighting board necessary for performance of shows. Presenter agrees that all lighting equipment will be provided at its own expense and if such equipment is not available at the theatre as part of its equipment complement, Presenter agrees to rent or otherwise provide such equipment. Presenter further agrees that all equipment necessary for Griffin Theatre Company's performance(s) shall be in good working order and present at the theatre prior to the company's arrival. A ground plan to scale of the facility, lighting inventory, rigging plot and completed stage information must be returned with the signed contract.

Griffin Theatre Company will provide a light plot specific to the individual theatre at least 30 days prior to the company's load-in/focus call. Presenter agrees to hang light plot as drawn with masking as indicated, all lights cabled and patched as indicated, before the arrival of Griffin Theatre Company technical crew for load-in/focus call.

In the event the Griffin Theatre Company does not provide a light plot prior to tour dates the Griffin will use the plot already in use at the touring venue.

Color: Presenter will provide color media for all instruments. Griffin Theatre Company will provide if not available by presenter any templates.

Stage Hands

Griffin Theatre Company will provide a Stage Manager. Local presenter will be responsible for providing stagehands required whether by local unions rules or by the needs of the production.

- 1) 1 Sound Board Operator
- 2) 1 Light Board Operator

For the Local Presenter:

For the Artist:

signed

signed

Date: _____

Date: _____

**GRIFFIN THEATRE COMPANY
FRINDLE TECHNICAL REQUIREMENTS**

Stage Requirements

Ideal stage dimensions for Griffin Theatre Company productions are:

- 1) 25 feet proscenium opening
- 2) 25 feet wide at wings
- 3) 18 feet trim height
- 4) 25 feet of depth from the front of curtain to the last working line set
- 5) Curtain masking in the back of the proscenium for fast crossovers to either side of stage.

Masking

Local presenter agrees to supply black masking sufficient to mask the stage to the satisfaction of Griffin Theatre Company.

- 1) Usually 5 sets of legs and borders to match
- 2) A grand drape
- 3) Black masking to cover upstage back wall

Further, Local Presenter will supply any needed blacks for masking the left and right sides of the stage as requested by the Griffin Theatre Company.

Use of Stage

Load in/focus call should be the following times.

- 1) Griffin Theatre Company needs a minimum of a 3 hour call the day of the first performance or the same time allotted the day before the first performance.
- 2) Presenter agrees to hang and set lighting plot prior to Griffin Theatre Company's arrival.

Crew Call

For all performances call is one hour prior to curtain. Dressing rooms must be open and be available to Griffin Theatre Company at this time.

Dressing Rooms

Dressing Rooms must be equipped with:

- 1) Makeup mirror with proper lighting.
- 2) At least one full length mirror.
- 3) Adequate AC outlets.
- 4) No smoking signs on the door of the dressing room.
- 5) An ironing board and an iron or steamer.
- 6) Coat hangers and wardrobe racks.
- 7) Chairs.
- 8) Hot and cold running water.

A green room is appreciated, as is an assortment of coffee, bottled water, soda, juice, fresh fruits, yogurt, granola bars, muffins, bagels etc. Also please provide water or plastic cups on each side of the stage.

Sound system