

ASTRONAUT GROUP 1
GRIFFIN THEATRE COMPANY TECHNICAL REQUIREMENTS

Contact info: Bill Massolia – 773-505-4642 – bmassolia@gmail.com

THIS PRODUCTION IS NOT A YELLOW CARD ATTRACTION. All information and call times will be set by the Production Technical Director, who will contact the House Technical Supervisor by telephone and/or e-mail in advance of the production's arrival. PLEASE NOTE: the foregoing are the estimated minimum requirements to be furnished by the Local Presenter. If any local labor in addition to the above totals is due to local labor agreements, it will be the sole responsibility of the Local Presenter. This determination will be made by the Production Technical Director in conjunction with the Local Presenter in advance of the production's arrival.

STAGE REQUIREMENTS

Ideal stage dimensions for Griffin Theatre Company productions are:

1. 30 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. Black Curtain masking in the back of the proscenium for fast crossovers to either side of the stage.

SET DESIGN REQUIREMENTS

1. **Presenter must make available and have projection capability available to Griffin Theatre Company for projection design of production. The Griffin travels with a computer with QLab capability.**
2. **A lighting grid system that has a pre-hung in-house front projector that the Griffin may connect to via computer cable. Projector must be able to allow for mapping of projection design on the Griffin's soft good drops (The entire height and width of the stage). If needed, the projector must be adjustable to accommodate the design.**
3. **A fly system with 2 open line sets made available to company to hang soft good drops from.**
4. **Two black high backless stools.**
5. **Three lightweight folding chairs.**

SOUND REQUIREMENTS

Local Presenter will supply 10 body microphones to Actors for use during the performance.

Griffin Theatre Company does not carry a sound system. Presenter will provide amplifiers, speakers and a sound system equipped with QLab or similar software and computer for sound playback. 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 presenter requests, provided that a representative of the presenter is present when sound levels are prepared.

LIGHTING REQUIREMENTS

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 minimum 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 house plot. However, the Presenter will be required to place, hang and focus lighting instruments

to the specifications of the Tour Manager the day of the first performance at load-in. Color: Presenter will provide color media for all instruments. The Griffin Theatre Company will provide a list of gel colors with the Lighting Plot at least 30 days prior to performance dates. Substitution of gel colors by Presenter may be made only with the Griffin Theatre Company's prior written approval. Griffin Theatre Company will provide if not available by presenter any templates.

Griffin Theatre Company will provide a EOS lighting file for the show.

COSTUME REQUIREMENTS

The Griffin Theatre Company will require a wardrobe person.

Laundry is requested to be done before the first performance and after every subsequent performance where there is at least 6 hours before the next performance. Excluding the final performance. What laundry needs to be accomplished each day is up to the discretion of the Griffin Theatre Company Stage Manager.

A laundry list with specifics in regards to each costume piece will be provided.

ADDITIONAL PRODUCTION REQUIREMENTS

Presenter will supply tables on both sides of the stage for the production props. In addition, wardrobe racks will be placed on both sides of the stage to hang costumes. Mirrors (standing mirrors preferred) will be required on both sides of the stage.

MASKING

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

1. Usually 3 to 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 5 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.
3. Griffin Theatre Tour Manager will go over focus and placement of lights upon arrival.

LOAD OUT TIME

The Griffin Theatre Company requires a minimum of 2 hours to load out all design elements of the production.

LOAD IN & LOAD OUT CREW CALL

1. 3 Deck hands
2. Sound Engineer
3. Lighting Engineer
4. Projection Engineer

CREW CALL

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

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
3. 1 Projection Operator (if needed)
4. 1 Fly Operator

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. An ironing board and an iron and steamer.
5. Coat hangers and wardrobe racks.
6. Chairs.
7. Hot and cold running water.

HOSPITALITY

A green room is required, as is an assortment of coffee, bottled water, soda, juice, fresh fruits, yogurt, granola bars, muffins, bagels etc for morning performances and a light supper/lunch supplied for afternoon or evening performances. Also please provide bottled water or water cooler and plastic cups on each side of the stage.

LODGING

Presenter will reserve and pay for 9 first-class hotel rooms (6 doubles & 3 singles) and must be rated at least 3 Star.

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.

BROOM CLEAN

Before the start of the first call, all areas of the stage, fly system, backstage, loading docks, dressing rooms, and production office must be completely clear and broom clean, and in readiness for the sole use of the production. These areas must remain reserved for the exclusive use of the production for the duration of the load-in, performance and load-out.

Local Presenter will be responsible for securing all necessary permits (including compliance with electrical codes, fire codes, parking permits for tractor trailers, motor coaches, etc.)

MERCHANDISE

Show may sell merchandise for the engagement and will require a 6-foot-long table w/skirt, access to local power supply and Hi Speed Internet access for transactions if so. House bank must be provided and house sellers may be required which will be determined at show advance.

Purchaser also agrees not to distribute any free souvenir items to the audience, without the prior written permission of the Producer. Producer reserves the exclusive right to sell its own official souvenir merchandise

and the Purchaser will make available the space and logistics to do so.

WIFI

Presenter will allow Griffin Theatre Company access to working WIFI at the venue free of charge.

SECURITY

Secured storage shall be provided for ASTRONAUT GROUP I cases, supplies, costumes, scenery, all technical elements and other property throughout show's residency. There shall be no access to the backstage or dressing room areas throughout the residency of said production by any person who is not directly related to the show.

PRE-SHOW ANNOUNCEMENT

Any pre-show announcement by the Presenter, either live from the stage or recorded, must be approved by and coordinated with the Stage Manager or the Company Manager of the production.

PRESENTER AVAILABILITY

The Presenter or a representative must be available at all times to the Company Manager and the Stage Manager from one hour prior to the load-in to the end of the performance. The person must be able to make decisions on behalf of the Presenter.

PRESS AND PROMOTIONAL REQUIREMENTS

1. The Producer will supply supplemental advertising, flyers, posters, short TV commercials, and other supporting video and promotional materials.
2. Please forward to us all proposals for printed materials, including subscription brochures, group sales mailings, ad copy and other promo materials.
3. Prior approval for all of the above MUST be obtained from Producers before any materials can be released to the public.
4. We ask that you provide us with copies of all press and promotion clipping that you have collected from the production following the performance of the production at your venue.
5. UNDER NO CIRCUMSTANCES MAY THE SHOW BE VIDEOTAPED or PHOTOGRAPHED.

ATTENDANCE REPORT

An attendance report is required for each performance to be reported to the Stage Manager or the Company Manager of the production by intermission of each performance.

SALES REPORT

A sales report may be requested in order that we may be in direct contact for advance sales figures.

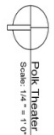
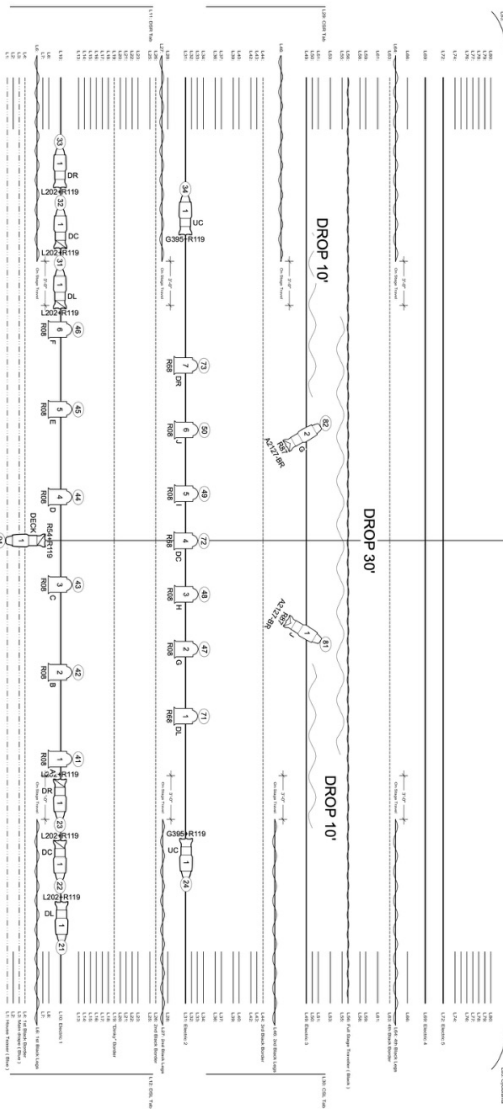
For the Local Presenter: For the Artist: Griffin Theatre Company

1/4" = 1' - 0"

LOADING DOCK



1/4" = 1' - 0"



1/4" = 1' - 0"

POK Theater Line Plot

Scale: 1/4" = 1' - 0"

0 1 2 4

6

12

18

24

30

36

42

48

54

60

66

72

78

84

90

96

102

108

114

120

126

132

138

144

150

156

162

168

174

180

186

192

198

204

210

216

222

228

234

240

246

252

258

264

270

276

282

288

294

300

306

312

318

324

330

336

342

348

354

360

366

372

378

384

390

396

402

408

414

420

426

432

438

444

450

456

462

468

474

480

486

492

498

504

510

516

522

528

534

540

546

552

558

564

570

576

582

588

594

600

606

612

618

624

630

636

642

648

654

660

666

672

678

684

690

696

702

708

714

720

726

732

738

744

750

756

762

768

774

780

786

792

798

804

810

816

822

828

834

840

846

852

858

864

870

876

882

888

894

900

906

912

918

924

930

936

942

948

954

960

966

972

978

984

990

996

1000

1006

1012

1018

1024

1030

1036

1042

1048

1054

1060

1066

1072

1078

1084

1090

1096

1102

1108

1114

1120

1126

1132

1138

1144

1150

1156

1162

1168

1174

1180

1186

1192

1198

1204

1210

1216

1222

1228

1234

1240

1246

1252

1258

1264

1270

1276

1282

1288

1294

1300

1306

1312

1318

1324

1330

1336

1342

1348

1354

1360

1366

1372

1378

1384

1390

1396

1402

1408

1414

1420

1426

1432

1438

1444

1450

1456

1462

1468

1474

1480

1486

1492

1498

1504

1510

1516

1522

1528

1534

1540

1546

1552

1558

1564

1570

1576

1582

1588

1594

1600

1606

1612

1618

1624

1630

1636

1642

1648

1654

1660

1666

1672

1678

1684

1690

1696

1702

1708

1714

1720

1726

1732

1738

1744

1750

1756

1762

1768

1774

1780

1786

1792

1798

1804

1810