



## INDOOR TECHNICAL REQUIREMENTS

**PLAYING AREA / BACKSTAGE:** The playing area (stage or other level space) must be at least 35 feet wide and 25 feet deep with an overhead clearance of at least 18 feet. We like to have the audience as close to the playing area as possible. Whenever possible, we prefer to set-up our platform stage out on the apron, where available (usually downstage of the fire curtain). If this positioning creates sound or lighting problems, we will usually defer to the advice of the venue. This must be discussed prior to our arrival. Adjustable masking for proper stage conditions (i.e. borders, travelers, legs, and/or black flats 12' high) needs to be provided. We need backstage lighting or outlets for clip lights that we provide unless the area can be lit well from above.

**PARKING:** Parking permits / places reserved for Truck (at loading dock when possible) plus 3 to 6 vehicles.

**SPACE ACCESS:** We need exclusive access to the theater no later than noon the day before the first performance. (For venues with special problems, we may need access sooner.) The playing area must be clean and well-lit for the set-up. Our truck is 37' long (plus lift gate), 8'6" wide and 12'6" tall. Our lift gate is 48 inches high. Please have a dock plate available in case it is needed. Hand trucks and rolling flatbed cart trucks are required if the loading dock is located some distance from the stage area.

**CREW REQUIREMENTS:** PRESENTER will provide a volunteer crew of 6 - 8 able-bodied people (no children under 16, no seniors over 65) to assist SFMT in unloading the truck and set-up the stage (approximately 2 hours) and in striking the set and loading the truck after the final performance (approx. 2 hours). *Please note, the entire strike time may take up to 3 hours.* Volunteers need to be able to lift large wooden panels and other set items. Volunteers must bring **work gloves, wear sturdy, closed shoes and attire which allows them to move freely and comfortably.** The volunteer crew must consist of 1-2 technician familiar with the performance space to assist with all technical aspects to: focus & run lights, adjust masking, answer questions regarding the house sound system and answer power questions.

**SOUND:** We travel with our own self-contained professional house and monitor sound systems. We require two dedicated and isolated 20 amp 110AC circuits with standard edison plugs located backstage for sound power. These circuits must be grounded with a maximum of 2 volts from the neutral to the ground. The breakers or fuses for these circuits and the plugs themselves must be clearly labeled and accessible during the show. An in-house mix position must be made available for our sound console (4' wide) and effects rack (3' wide, 4' tall). The mix position must be in the audience (not in a booth), have direct line of sight to the stage, and ideally be as close to center as possible. If there are no open areas within the audience to setup the mix equipment, tech tables must be available that can bridge seats, and those seats must be reserved for that purpose. We will provide carpets and tape for concealing cable runs to the mix position where they cross the aisles. We will run the mix position cables in the least obtrusive manner possible. The cable path to the mix position cannot exceed 125'. Depending on the quality we may opt to use the theatre's house speakers.

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**SFMT's Initial**

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**Presenter's Initial**

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**Tech Contact of Venue Initial**

**LIGHTS:** Minimum instrument requirement: 20 assorted Leko's (6x12 and 6x9 @ 750w), 10 Fresnels (6' @ 500w), and gel frames for all of the above with an assortment of gels in both cool and warm colors. It is essential that all lighting instruments be hung; rough focused, checked and functional prior to our arrival. Ladders of appropriate heights or genies must be made accessible to reach all hanging positions. We will need the assistance of a technician familiar with the performance space and the equipment to focus lights. If we provide a light plot prior to our performance date, the minimum instrument requirement (above) is replaced with the requirements of the plot. If no plot is provide in advance we require an even, bright wash of light across the entire stage.

**SECURITY:** If we are performing more than one show in your theater, we ask for a secure lock-up facility where we may store instruments and equipment overnight. Please make sure that at least one person from your staff is in the theater the entire time we are there.

**BATH/DRESSING ROOMS:** We need exclusive access to a minimum of 2 bathrooms with hot and cold running water for the performers and crew. Dressing rooms with: well-lit make-up mirrors and a sleeping cot with bedding will be well utilized. Wherever possible access to an iron and ironing board, washer and dryer is welcomed.

**HOSPITALITY:** Please provide at the start time of load-in: Two 2½ gallon water jugs (per show) with spigot and cups for the volunteers. For performances in extremely hot spaces, cold bottles of vitamin water or 100% juices must be made available in addition to water.

Meal break: Please provide a hot meal for SFMT's 14-16 cast & crew members on the day of load in. The meal must be ready thirty minutes prior to the estimated dinner time. Some company members are vegetarian and vegan – a list of dietary restrictions will be sent closer to performance date. Please provide coffee and tea after the meal break and before each performance.

Please provide one hour into strike: Cheese, cracker & fruit plates or some comparable finger food. When appropriate, leftovers from dinner are welcome – but only if plates and forks are not required.

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**SFMT's Signature**

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**Presenter's Signature**

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**Tech Contact of Venue Signature**

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**Date**

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**Date**

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**Date**