

**Addendum A to Contract**  
**GENERAL TECHNICAL REQUIREMENTS**  
**For**  
**BALLET FANTASTIQUE**

The following are space, technical and other production requirements for an engagement of Ballet Fantastique. If production requirements are incompatible with physical limitations of your venue, we will discuss possible solutions well in ADVANCE of the performance.

The theater(s) and other spaces provided by the Presenter for all performance and other activities during the engagement must conform to commonly accepted industry standards of safety and sanitary conditions. Personnel needed for the engagement will be determined by the nature of the theater or other facility, Ballet Fantastique's schedule, repertory for the engagement, and obligations made by the Presenter.

The technical requirements in this addendum are essential to the Company's performance and are an integral part of the contract agreement. It is the intention of Ballet Fantastique to work with the Presenter to identify items in this contract addendum which cannot be reasonably met and to mutually agree in writing to such amendments as may be required. The Company will be cooperative and flexible.

**OVERVIEW/AVAILABILITY**

**AVAILABILITY: The theater and stage (including rehearsal studio, off stage areas, fly space, loading dock, and dressing rooms), cleared of other equipment, will be made available for the sole use of Ballet Fantastique from 4 hours before the scheduled in-theater service until 2 hours after the last service. All necessary house and/or rental equipment shall be installed and in working order BEFORE the start of Ballet Fantastique load-in. This will generally require a preparation (or "pre-hang") day in the space before the arrival of Ballet Fantastique personnel.**

1. Venue will provide accurate and detailed technical specifications for the theater at least 60 days prior to the first performance. This includes light plots, a line set schedule, lighting inventory, lighting circuit diagram and dimmer specifications, etc.
2. Venue is responsible for any and all technical requirements detailed in the Ballet Fantastique technical package. If changes are to be made to Ballet Fantastique requirements, the venue technical staff is responsible for creating paperwork (plots and schedules) and communicating proposed documents with Ballet Fantastique technical staff. All changes or adapting of technical specifications must be approved in writing by Ballet Fantastique's technical staff.
3. Ballet Fantastique will not restore house at end of load out nor should local crew members be used for house restore until Ballet Fantastique load out is complete.
4. The presenter will provide a house technical director knowledgeable with all aspects of the theater, as well as an experienced technical crew.
5. Except by prior agreement, the Company requires exclusive use of the theater, its dressing rooms, the crew, and the equipment detailed below for the day prior to the performance(s), as well as the entire day of the performance(s).
6. Company Stage Manager's show placement must have an unobstructed view of the full stage and be able to hear stage movement and show audio.

## STAGE AND FLOOR REQUIREMENTS

### PROSCENIUM-TYPE STAGE HOUSE (PREFERRED)

- **Temperature:** Preferred temperature of the stage area and dressing rooms during rehearsal and performance is 70°–76° F. The Company may not be able to rehearse or perform if the temperature is outside this range. These requirements are supported by federal exemptions for live performances.
- **Size:** Most desirable stage size (dance area): between 35 and 42 feet of width at the proscenium, and 25-35 feet of depth from the plaster line to the last available pipe, with no obstructions. Smaller and non-standard stages may require special programming.
- **Wing Space:** Minimum 4'-0" wide clear wing space on each side of the stage.
- **Tables:** Two tables are preferred (1 on each side of the stage) for props, costume accessories and related materials.
- **Crossover:** Unless otherwise coordinated with Ballet Fantastique’s production crew, there must be a crossover between the back wall of the theater and the cyc (minimum of 3’) or a hallway at stage level. Specifications:
  - Backstage crossover preferred.
  - All crossover space should be clear and safe for bare feet.
  - All cables should be dressed in crossing areas after focus is complete.
- **Quick Change Booths:** Specifications:
  - Two (2) private enclosures (approximately 4’ x 4’) for quick changes should be provided immediately off stage, Stage Right and Stage Left, or within a convenient distance from the stage.

### FLOORING REQUIREMENTS

- **Sub-Flooring:** Sub-flooring MUST be constructed of resilient material (i.e., wood; no concrete or tile). In all cases stage must be “sprung” that is, the wooden stage “deck” cannot rest directly on concrete or other hard and unyielding surfaces. Ballet Fantastique reserves the right to cancel any show where the stage surface is made of concrete. Between the stage floor and its under-supports, there must be space filled with flexible members usually known as “stringers” or some other means of making the stage a flexible, safe and danceable surface.
- **Stage Area:** The stage must be a smooth, clear unbroken wood surface, free of cracks, breaks, splinters, nails, screws or other impediments to safe work by dancers. The stage floor must be swept clean and cleared of all debris and hardware before installing the dance floor (see below).
- **Wet Mop Requirements:** For all classes, warm-ups and rehearsals, and in preparation for performances, the stage must be swept and wet- mopped prior to each use. Ballet Fantastique Wet Mop protocol consists of a towel wrapped around a push broom, cleaning the dance floor with a light application of rubbing alcohol. The Ballet Fantastique Production Manager, in concert with the Company Director, will determine the schedule of rehearsal, classes and warm-ups for the engagement.
- **Dance Floor:** See below.
- **Rosin:** The Company will use rosin.

### DANCE FLOOR/MARLEY:

X PROVIDED BY BALLET FANTASTIQUE \_\_\_\_\_ PROVIDED BY PRESENTER

*If provided by Presenter (e.g., out of state/out of country appearances):*

1. *Black, commercial vinyl dance flooring (Rosco, StageStep, Harlequin, etc.)/marley must be laid over the dancing area with enough material to cover all areas visible to the audience. Floor must be cleaned of all tape marks and residue. Center, quarter, and other needed spike marks will be designated by the Company. Unless otherwise coordinated with Ballet Fantastique’s production team, marley should cover an area at least 36’ wide and 24’ deep, laid horizontally.*
2. *Marley should be flat without bumps or wrinkles.*
3. *Tape: Marley seams should be taped with non-reflective tape—cloth tape and not vinyl tape.*

### MASKING AND SOFT GOODS REQUIREMENTS

- **Main Curtain:** Main curtain required except by prior communication with Ballet Fantastique.
- **Side Masking:** Adequate side masking preferred; negotiable (at least three pairs of legs, tabs and borders, preferably black velour).

- **Backdrop:** Backdrop will be provided by Ballet Fantastique, with size/specs communicated to Presenter in advance of the production.
- **Other Masking:** Ample masking for overstage (borders or teasers) and offstage areas

### **LIGHTING SYSTEM & EFFECTS REQUIREMENTS:**

The following requests will provide Ballet Fantastique technical staff the ability to present a performance of the highest production values. If your venue is not equipped with the instruments listed below, please contact Ballet Fantastique Company Operations Manager Andrew King via email at [bfan.office@gmail.com](mailto:bfan.office@gmail.com) or by phone at 541-342-4611.

If changes are required, the venue technical staff is responsible for creating paperwork (plots and schedules) and communicating proposed documents with Ballet Fantastique technical staff. All changes or adapting of technical specifications must be approved in writing by Ballet Fantastique's technical staff.

### **LIGHTING SYSTEM**

Ballet Fantastique personnel do not normally run either the light board or the follow-spot.

Presenter will provide Company with ground plan and section to scale, rigging plot and a complete lighting equipment inventory. The Company will provide Presenter a light plot with accompanying information in advance of the production.

Lights should include an approved, industry-standard light board, front of house, adequate work light for on-stage classes, rehearsals, and work calls, and running lights for the offstage and crossover areas. Lights should be colored (saturated blue, e.g.) and either low-wattage or dimmable. All running lights, including board, rail, and safety lights, should be masked to prevent light spill on stage.

**HAZE** \*For most Ballet Fantastique shows

\_\_\_\_\_ PROVIDED BY BALLETT FANTASTIQUE

\_\_\_\_\_ PROVIDED BY PRESENTER

- **Cabling:** Preferred: Adequate DMX cable to control at light board operator position.
- **Placement:** Placement in upstage wing.
- **Usage:** Company will use Haze from beginning of rehearsal, as needed, through show.
- **Approval:** It is the venue's responsibility to obtain all approvals for use, determine overrides for fire safety system and communicate usage to audience in accordance with your venue's policies prior to Company arrival.

### **SOUND SYSTEM REQUIREMENTS \*For Ballet Fantastique productions with recorded music.**

- **Compact Disc Player:** Compact disc player, appropriately patched into house system.
- **Amplification/Monitors:** Amplification to the house, with speakers capable covering all of seating area, and at least two monitors onstage with independent control.
- **Program Feed:** Program feed and/or intercom system to all dressing room areas.
- **Communication System:** Clear-com or comparable hard-wired headset system, with the following stations: stage manager, sound operator, and light board operator, and, if necessary, curtain operator.
- **PA/Announce Mic:** One (1) public address announce microphone at the stage manager's position with feed to the audience, and capability to switch to stage- and dressing room-only feed, if possible, for use during rehearsal and for announcements. One (1) public address announce microphone for performance introduction (on stage).

**Productions with Live Music: Additional requirements for live accompaniment to be sent separately by Ballet Fantastique's production staff in advance of the production.**

### **SCHEDULING & LABOR REQUIREMENTS**

#### **Pre-Arrival Checklist:**

Following is a typical Ballet Fantastique schedule and crew requirements. This schedule is based having ALL of the following accomplished prior to Company arrival:

1. **Electrical:** All electrics hung, colored and dimmer checked.

2. **Stage surface:** Stage surface cleared, swept, and mopped. If provided by Presenter, Marley in place, taped, swept, and mopped.
3. **Stage space:** Stage space clear and offstage space relatively clear.
4. **Sound System:** Sound system in place and tested. If live music in Ballet Fantastique production: Band/musician requirements prepared in accordance with Ballet Fantastique musician's technical rider.
5. **Soft Goods:** All required soft goods hung; space ready for Ballet Fantastique backdrop.
6. **Communication System:** Communication system set up and tested.
7. **Headsets:** Headset intercom system with stations for the stage manager, light board operator, sound technician, and curtain operator.

**Sample Schedule: One-Day Residency**

<b>Time</b>	<b>Activity</b>	<b>Staffing</b>
8 am–1 pm	Focus light board Hang drop Lay marley Other tech as needed	Light Board Operator Sound Operator 1-2 Deck Hands
*Noon: Dancers arrive	Continue tech Dancers warm up on stage	Light Board Operator Sound Operator 1-2 Deck Hands
1-2 pm	Lunch	
2-5 pm	Dancer spacing; light cues continue Final preparation for musicians	Light Board Operator Sound Operator 1-2 Deck Hands
4 pm	Musicians arrive/load in	Light Board Operator Sound Operator 1-2 Deck Hands
5–5:30 pm	Sound check	Light Board Operator Sound Operator 1-2 Deck Hands
5:30–6:30 pm	Dinner break (stage should remain available to dancers)	
6:30 pm	Work through final issues	Light Board Operator Sound Operator 1-2 Deck Hands
7:30 pm	Curtain	Light Board Operator Sound Operator 1-2 Deck Hands
9:30 pm or immediately following production	Clean up/load out	2-4 Deck Hands

**Staffing**

- **Experience:** The venue will provide a house technical director knowledgeable with all aspects of the theater, as well as an experienced technical crew.
- **Calls:** The same personnel should be used for all rehearsals and show calls.

**DRESSING ROOM/WARDROBE REQUIREMENTS**

**Dressing Rooms**

- **Location/Access:** Non-working staff or public should not be allowed access to backstage during the time the Company is in residence.
- **Readiness:** All areas including lavatories, shower, and costume areas should be cleaned, swept or vacuumed for bare feet prior to Company arrival.
- **Number/Type:** Specifications:
  - Please have 2-3 clean dressing rooms ready upon the Company's arrival.
  - Unless otherwise communicated by the Ballet Fantastique production team (depends on production), dressing rooms must accommodate 10 dancers: 6 women and 4 men (more in some shows), as well as musicians (number to be communicated by Ballet Fantastique's production team).
  - In the event that Ballet Fantastique's Artistic Director should join the tour, a private dressing room for her private use should be provided if available.
- **Temperature:** Dressing room areas should be heated or air conditioned to between 72° –80° F degrees. Please ensure that the dressing room heat is turned on and at a temperature of 72° minimum prior to the arrival of the Company. If it is not possible to keep the dressing rooms warm with the physical plant heat, then arrangements should be made to have sufficient portable heaters on hand.
- **Dressing Room Amenities:** Each dressing room area should include:
  - Sinks with hot and cold running water.
  - Working toilets separated by gender and not shared with the public.
  - Showers with hot and cold running water, separated by gender, and not shared with the public.
  - Well-lighted makeup mirrors to accommodate ten (10).
  - One-two (1-2) full length mirrors.
  - One-two (1-2) clothing racks (or some method of hanging costumes) in each dressing room.

### Other Wardrobe Requirements:

Ballet Fantastique also requests:

- Sturdy ironing board with iron.
- Clothes steamer (if you cannot provide steamer, please contact Ballet Fantastique).
- Small sewing kit with at least white and black thread and hand needles.

## HOSPITALITY REQUESTS

### Refreshments Guidelines:

- **Availability:** The following Energy Snack and Beverage items should be supplied on the show days, prior to artist arrival, and replenished as needed. \*Please coordinate Main/Hot Meal delivery time with Ballet Fantastique production team at least two (2) weeks in advance of Ballet Fantastique arrival. *Please plan to accommodate 15-20 people on Ballet Fantastique's team.*
- **Dietary restrictions:** Please note: There are members of the Company keep vegetarian diets. Keeping meat items separate allows everyone to select foods that work with their diet. Any other restrictions will be communicated to Presenter by Ballet Fantastique's production team well in advance.
- **Access:** Food is preferred in a dining area near dressing rooms (or in dressing room if large enough). All food should be left out with available covering until dancers leave the building, post show. Take-away bags or boxes are highly appreciated.
- **Menu:** Presenter and the Company will agree on the menu and time of meal service two (2) weeks before the Company's arrival. Suggestions are below.
- **Condiments/Utensils:** Plates, napkins, flatware, salt/pepper.

### Energy Snacks

- Assorted fruit and vegetable trays, hummus
- Bagels, peanut butter, jam, cream cheese
- Low-fat string cheese
- Protein bars
- Mixed nuts and/or dried fruit, fruit snacks
- Sandwich meat, cheese and wraps, bread or rolls for sandwiches
- Mayonnaise and mustard (salt and pepper), condiments

## **Beverages**

- Bottled spring water, chilled – must be in individual bottles (50 bottles @ minimum)
- Fresh brewed coffee, hot water and herbal teas, cream and sugar
- Sport water
- Natural soda assortment

## **Main Meal**

***\*As noted above, please coordinate hot meal delivery time with Ballet Fantastique production team.***

A family-style or buffet meal made up a combination of the following items would be entirely appropriate. Thank you!

Suggested menu (open to modification—please specify):

- Salad (with a variety of toppings), dressing assortment
- Warm or cold vegetable dish (any kind sautéed or roasted vegetable, or even just a vegetable tray)
- Pasta or grain dish (vegetarian preferred)
- Hot grilled chicken or fish
- Soup or something hot
- Cookies or dessert

## **Company Wellness**

Ballet Fantastique requests:

- Ice and plastic bags for injuries, or disposable ice packs, during performances, full rehearsals (involving dancers) and two hours prior to curtain time.
- First aid kit.

## **PARKING**

Ballet Fantastique requests:

- Parking for Ballet Fantastique vehicles throughout the engagement with clear access to the loading dock for load-in and load-out as required by Ballet Fantastique.

## **FRONT OF HOUSE**

Ballet Fantastique requests:

- One-two (1-2) tables for Company information in the lobby. Company will provide table staff.

## **COMPANY**

The Ballet Fantastique 10-20-member touring entourage consists of dancers, musicians, Company Director, Production Stage Manager, Lighting Supervisor, Wardrobe Supervisor, Tour Manager. Ballet Fantastique's Artistic Director may join the entourage. Final numbers vary with the production type and will be communicated to the Presenter well in advance of the production.

## **SECURITY**

Ballet Fantastique requests:

- Security Guard to patrol all unsecured backstage and dressing room areas during all hours when these areas are otherwise unoccupied or unattended.

## **QUESTIONS**

Please contact [hbonttager@balletfantastique.org](mailto:hbonttager@balletfantastique.org) or call 541-206-8977 with any questions or specifications.

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Presenting Organization

Presenter Signature

Date

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Technical Director's Name

Email

Phone or Cell Number