



JOFFREY BALLET

TECHNICAL RIDER BLACK BOX PROGRAM

Introduction

The following are minimum standards required for a basic “Black Box” Joffrey Ballet production. Specific requirements of individual ballets may alter these requirements.

No alterations or substitutions can be made to these requirements without the prior approval of the Production Department of The Joffrey Ballet. Please call The Joffrey Ballet Production Dept. at (312) 739-0120 and discuss any questions you have with Production Supervisor Michael Andrew Currey at extension 1029.

VENUE TECHNICAL REQUIREMENTS

Stage

Stage Dimensions

- Proscenium theater with a minimum 50’ (fifty feet) wide by 30’ (thirty feet) tall proscenium opening.
- Minimum overall stage dimensions, including wings, are 90’ (ninety feet) wide x 48’ (forty-eight feet) deep.
- Working depth minimum, 45’ (forty-five feet) from the plaster line to farthest upstage working line.
- On-stage cross-over at least 3’ (three feet), free and clear of obstructions.
- Minimum 15’ (fifteen feet) free and clear wing space on both stage right and stage left sides.
- Stage area clean and clear of obstructions with all wing and backstage space available for the company’s use.

Stage Floor

- A level, sprung floor in good condition. This stage sprung floor must meet American Guild of Musical Artist (AGMA) guidelines for an “acceptable dance surface”. The minimal acceptable floor would include resilient pads on which sits sleepers, on which sits a sub-floor of plywood, on which sits the stage floor.
- If existing stage is not an acceptable dance surface, a sprung floor 60’ (sixty feet) wide and 40’ (forty feet) deep must be installed. The offstage edges of dance floor must be ramped to allow for safe dancer access and for castled lifts and scenic or prop units. If necessary the Joffrey can provide our sprung floor. The Presenter will pay for this additional cartage (an additional fifty-three foot semi-trailer truck).
- The stage floor must be absent of any elevators, turntables, traps, or any other such in-floor devices that compromise the integrity of the sprung floor. If any of these items exists in your floor, a portable sprung floor must be installed.
- The Joffrey travels will 10 (ten) panels of Harlequin Studio marly. The Joffrey may need to use house marly as run offs and for the crossover.
- Stage to be swept and mopped before each rehearsal and performance.
- The Joffrey Ballet may need to screw scenic elements into the deck. Please let us know if your policies do not permit this.

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Flying Lines

- Minimum 45 (forty-five) line-sets (including electric pipes).
- Minimum grid height of 65’ (sixty-five feet).
- Battens at least 60’ (sixty feet) wide.

- Borders usually trim at 25' (twenty-five feet)(border bottom to deck). There should be sufficient clearance to mask a 35' (thirty-five foot) high drop when flown out.

Flying Lines Continued

- House "Main" curtain, preferably 'guillotine' style. The main curtain should have a split in the middle to allow for paged bows if needed. Please let us know if this main curtain is run manually, or electrically with a motor. The Joffrey typically likes out curtain speed to be 10 (ten) seconds from out to in.

Softgoods

- 5 (five) sets of Black Velour Legs
Minimum dimension 28'h x 10'w (twenty-eight feet high by ten feet wide).
Hung flat, no fullness.
- 5 (five) Black Velour Borders
Minimum dimension 60'w x 10'h (sixty feet wide by ten feet high).
Hung flat, no fullness, bottom piped.
- 2 (two) Full Stage Black Velour Curtains
May be travelers with minimum dimension of 60'w x 30'h (sixty feet wide by thirty feet high), hung flat, no fullness.
- 1 (one) Black Scrim at least 48'w x 30'h (forty-eight feet wide by thirty feet high).
- 1 (one) White Canvas or muslin cyclorama or "bounce" at least 50'w x 30'h (fifty feet wide by 30 feet high).
- 1 (one) Translucent plastic or vinyl drop at least 60'w x 30'h (sixty feet wide by thirty feet high), which will serve as a Cyclorama
- Additional black goods necessary to provide adequate masking.

See accompanying stage plot for standard leg, border and softgood positioning.

Softgoods should be hung, and a sprung floor installed prior to the Joffrey production crew's arrival per the furnished production schedule, based on our provided hanging plot.

Truck Access

Trucking needs vary with programming. Generally for a standard black box program, the Joffrey will travel with 1 (one) 53' (fifty-three foot) semi-trailer.

- There should be sufficient access to provide for the unloading of 53' (fifty-three foot) semi-trailers.
- If the unloading area does not have a truck 'bed level' loading dock, sufficient ramps, lifts, or other necessary equipment for rolling cases and castered equipment must be provided.
- If only one trailer can load/unload at a time, the facility should provide safe and legal parking for any additional trucks while they wait.

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The route between the unloading area and the stage should be free of obstructions and have adequate clearances to allow units of 14' (fourteen feet) of length free access to the stage. If the unloading area and the stage are not on the same level, sufficient ramps, lifts, or other necessary equipment must be provided to allow rolling cases and castered equipment quick and easy access to the stage. Please notify the Joffrey Ballet Production Department of any such obstructions or grade shifts before arrival.

Electrics

The Joffrey Ballet standard light plot is attached. If programming requires additions or changes, a custom plot will be sent with complete paperwork. Any substitutions of equipment must be approved in advance by the Joffrey Production Department. The Joffrey Ballet does NOT currently travel with a lighting package, and all lighting equipment rental, including effects if applicable, is the responsibility of the Presenter.

On-Stage

- A minimum of 195 (one hundred ninety-five) instruments; please refer to the accompanying standard light plot.
- 7 (seven) electrics pipes
- 4 (four) rolling “rover” stands for on-stage specials
- 8 (eight) on-stage vertical boom pipes at a minimum height of 16’ (sixteen feet).

For safety, booms must be weighted or bolted firmly to the deck and “tied off” to the grid.

Note: Audio monitor speaker will be mounted to four of the booms. (See audio section below).

Vertical truss may be substituted for pipe booms if footprint is no more than 16”w x 28”d (sixteen inches wide by 28 inches deep).

Front Of House (FOH)

- 1 (one) ‘cove’ or ‘catwalk’ position to light downstage.
- 1 (one) balcony rail position.
- 2 (two) “box boom” positions (one each house right and house left).

The venue and/ or Presenter is responsible for providing all cable and adapters necessary for the hang.

Followspots

- 2 (two) matched followspots with working iris, dowser, and 6 (six) ring color ‘boomerang’ and of sufficient brightness to “punch” through the general illumination. These followspots should be located in a FOH position, with clearance from obstructions to make a shot of the whole of the stage. Some programming choices may eliminate the need for followspots.

Dimming

- 216 (two hundred sixteen) dimmers, DMX controlled, 2.4 K (two point four kilowatt) each.

Control

- The Joffrey prefers an ETC Expression 3 or ETC Obsession 2 lighting control board. If these boards are not available to you, please contact the Joffrey Ballet Production Department immediately.
- We require 2 (two) opto splitters to route signal to various places.
- Our usual control position should be in a “light booth” at the rear of the auditorium with a clear view of the stage.
- Remote video node and 2 (two) additional monitors for the Joffrey Ballet Lighting Director at the tech table mid-house. This video node and 1 (one) monitor will move to the Stage Manager’s position backstage for performances.
- Remote focus unit.
- Approximately 500’ (five hundred feet) of 5-pin DMX cable.

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Atmosphere Effects

- The Joffrey travels with 2 (two) LeMaitre G-300 water based hazers, placed stage right and stage left. These units are controlled through the light board.

If the use of haze or fog effects conflicts with the house fire detection systems this should be communicated to the Joffrey Ballet Production Department immediately.

Focus

- 2 (two) genie-lifts capable of focusing electrics pipes at a 30’ (thirty feet) trim.
- Each lift should have a rope and bucket for color, templates, and spare lamps.
- Adequate communications for the lighting director and board operator should be provided during focus. Communication should also be provided for the FOH focusers.

Pit

If your programming requires the use of an orchestra, a separate pit needs sheet and pit plot will be forwarded to you detailing electrical and music stand needs, as well as chair and podium placement.

Work and Running Lights

- Adequate and dimmable work light for on-stage classes, rehearsals, and work calls.
- Running lights for the offstage and cross-over 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.
- A red 'spotting' light at the rear of the house, in line with the centerline of the stage and slightly above eye level of the on-stage dancers.

Please note that all work and running lights can be provided using the standard method of the house, with Joffrey approval.

All lighting should be hung, cable, and tested before the Joffrey Ballet Production Crew's arrival. The company's Lighting Director reserves the right to determine final placement of side lighting positions upon arrival.

Further, the venue agrees that they will finish the Joffrey load out before beginning any house restore.

Audio

The requirements below are for recorded playback only. If the specific needs of individual ballets in your program require live music, additional requirements will be forwarded to you. Any substitutions of equipment must be approved in advance by the Joffrey Ballet Production Department.

Main System

- A professional quality house mixing console. The minimum configuration should include at least 16 (sixteen) inputs, 4 (four) outputs busses and 2 (two) aux busses. MACKIE BOARDS ARE NOT ACCEPTABLE IF SMALLER THAN 24 (twenty-four) CHANNELS.
- A Stereo house PA system capable of producing a continuous 110dB (one-hundred ten decibels) at a distance of 100' (one-hundred feet) from the stage. The system must be bi-amped and have a frequency range of at least 40 - 20,000hz (forty to twenty-thousand hertz). A minimum configuration must include 4 (four) Apogee 3x3 cabinets and a Meyer 650 sub-bass cabinet on each side of the proscenium, or equivalent.
- All appropriate cables, connectors, amplifiers, and power supplies should be provided for the above. Adequate equalization, processing, and delay equipment for sound reinforcement in your facility should be provided.
- The Joffrey prefers to run audio from an open position at the rear of the main floor. If another area is more frequently used or suited for such audio mixing please communicate that to us.
- Adequate tables and masking should be provided for the mix position.

Monitor System

- A Stage Monitor system consisting of 4 RAMSA WS-A200 cabinets or equivalent bi-amped, actively processed speaker system. These cabinets and cables must be rigged to hang in the 1st (first) and 3rd (third) wings 25" (twenty-five feet) off the floor in order to keep the stage clear for the dancers and scenery.
- All appropriate cables, connectors, amplifiers, and power supplies should be provided for the above.

Audio amplifiers, public address stacks and the FOH desk should be positioned prior to the Joffrey Ballet Production Crew's arrival.

Communications - Audio

- One channel of Clearcom headset communication. The Joffrey prefers that all departments communicate on the same channel if possible.

Communications Continued

- A total of 10 (ten) headsets/ stations, as follows:

- 1 (one) - Stage Right (Principal Stage Manager)
 - 1 (one) - Light Booth (Lighting Control)
 - 1 (one) – Stage Left (Stage Manager)
 - 1 (one) – Fly Rail – headset or ‘biscuit’ (Fly Crew) [Note: If the main curtain is not run from the fly rail add one headset or ‘biscuit’ for its operator]
 - 1 (one) - Sound Desk (Sound Operator)
 - 1 (one) - House Lights (Operator)
 - 2 (two) - Followspot Booth (Operators)
 - 1 (one) - Production Table (Lighting Director)
- Clearcom compatible wireless headsets are provided by The Joffrey for its crew. These must be able to interface with the house com systems.
 - Dressing room monitor and paging system for all rehearsals and performances. Show program and announcements must be audible in all dressing rooms, work rooms, offices, and Green Room.
 - Three announce microphones
 - 1 (one) each at the stage manager’s positions stage right and left, to house PA only.
 - 1 (one) at the mid-house tech table, to announce to the stage only.

Communications – Cue System

- A Cue-light system controlled from the Stage Manager’s position stage right, each single-circuit/dual-lamped. The Joffrey travels will a six-channel cue light switch panel in the stage managers calling station, with 3-pin stage style connectors on the back. All cue light runs (as needed based on programming) should drop at that location (down right) to patch into the cue box. The minimum locations for cue lights for a black box production are:
 - 1 (one) at house main curtain control

Communications - Video

- The Joffrey travels with its own video cameras and monitors to provide the Stage Manager with a full-stage image, a low-lux image, and a view of the conductor (if live music is used). These cameras are usually positioned at the audio mix position or rear of the house, and in the pit (conductor). Additional video cable may need to be run to these positions. The Joffrey Ballet will use existing video monitoring systems, if approved by stage management upon arrival.
- The Joffrey Ballet videotapes all performances for archival purposes (dancer study tapes) only using these video systems.

If such video imaging violates any house policies, please communicate that to the Joffrey Ballet Production Department immediately.

Orchestra Pit

If an orchestra is included in the program, a separate list of requirements will be provided, including a pit plot.

Tech Table Requirements

2 (two) tables located in the center of the main floor of the auditorium, each table large enough to seat 3 (three) people with convenient and direct access to stage level from this position. These tables should be equipped with:

- 1 (one) single-muff headset and Clearcom backpack ties into the main com system.
- Appropriate CRT monitors for the lighting board.
- 3 (three) small shaded lamps with dimmers.
- 1 (one) 15A (fifteen amp) grounded AC outlet.
- 1 (one) switched talk-back (“voice-of-God”) microphone, as noted above in **Communications – Audio**.

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Wardrobe

- Access to at least 2 (two) full-sized, fully operational washing machines and at least 2 (two) full-sized fully operational clothes dryers.
- A minimum of 2 (two) industrial steamers (such as the Jiffy Model-J2) to supplement the Joffrey's own.
- 5 (five) rolling costume racks (in addition to dressing room racks).
- An area or room as a wardrobe work room equipped with:
 - 1 (one) commercial sewing machine with a zig-zag stitch (such as a Bernina 800)
 - 2 (two) working steam irons
 - 1 (one) sturdy and covered ironing board
 - at least 2 (two) work tables and 4 (four) chairs
 - at least 2 (two) 20A (twenty amp) electrical outlets
- A well-ventilated area should be provided near the stage for the painting of dance shoes. If outdoors, this area should be covered, safe, and well lit.

The hallways near the wardrobe work room and dressing rooms should be free and clear of clutter and equipment for the storage of wardrobe crates and shoe hampers.

Wigs & Make-Up

Most black box programs do not require the use of wigs or extensive make-up. If wigs and/ or extensive make-up is required due to the programming, a good size work room is needed, with the following:

- Running water
- Mirrors
- Dressing tables, or at least 16' (sixteen feet) of table space
- Well lighted
- Ventilated
- Access to a deep clean sink or a wig dryer

Dressing Rooms/ Offices

Facilities for a minimum of 44 (forty-four) dancers with a roughly equal number of men and women, each with:

- A lighted mirror, a dressing table or counter space and a chair for each dancer assigned to the room.
- A costume rack or some other method of hanging costumes.
- Sinks with hot and cold running water.
- Working toilets separated by gender and not shared with the public.
- Showers separated by gender with hot and cold running water.
- Audio monitors supplying both live show program and paging announcements.
- Heating and/or air conditioning necessary to keep the room within the norms specified by AGMA for rehearsal and performance spaces (72°-84°F).(severnty-two to eighty-four degrees Fahrenheit).

A separate dressing room for the Artistic Director of the company.

In addition to the general dressing room requirements above, this room should be supplied with an outside phone-line, and a small couch, settee, or several comfortable chairs.

A separate dressing room for the Artistic Staff of the company.

This room should be able to hold 4-5 (four to five) people, and be supplied with an outside phone-line.

A separate dressing room for the Conductor of the company (if live music is used).

This room should have the same amenities as the dressing room for the Artistic Director, and be located close to the pit door entrance. A phone-line is not essential for this dressing room.

Dressing Rooms Continued

An office (can be a dressing room) for the Production Staff, as close to the stage as possible, with 3 (three) work tables or desks, at least 6 (six) chairs, at least 2 (two) 15A (fifteen amp) electric outlets, and 2 (two) outside phone lines (one compatible with a standard commercial fax machine). These phone lines do not need to be capable of direct-dial long-distance phone calls but should be capable of reaching the local access numbers of long-distance service providers. Access to a photo-copy machine somewhere in the theatre, if available, should be made available to the production staff. This office should be lockable with keys provided to the principal stage manager.

An office (can be a dressing room) for the Company Administrator, as close to the stage and Artistic Directors dressing room as possible, with 2 (two) work tables or desks, at least 2 (two) chairs, at least 1 (one) 15A (fifteen amp) electric outlet, and 2 (two) outside phone lines (as above). This office should be lockable with keys provided to the company administrator.

A dressing room or other acceptable room or space for Physical Therapy, carpeted if possible, close to the dressing rooms, and able to receive show program and pages. This space/ room should have access to electrical outlets for equipment.

If the theatre is equipped with high-speed internet connections via Ethernet, this service should be made available to the production staff and company administrator, in the rooms assigned them as offices.

The Joffrey Ballet Principal Stage Manager, or their representative, will be in charge of dressing room assignments for the company.

Crew Requirements

The following are minimum crew sizes for a black box program based on a pre-hung lighting package and sprung floor in place, using a full IATSE crew with working heads, and the Joffrey production staff (carp, props, sound, 2 elec) working under yellow cards.

Load In:	Running:	Strike/ Load Out:
4 Truck Loaders	4 Carpenters	4 Truck Loaders
8 Carpenters	8 Electrics	8 Carpenters
8 Electrics	4 Props	8 Electrics
4 Props	2 Audio	4 Props
2 Audio	4 Wardrobe	2 Audio
6 Wardrobe		6 Wardrobe

If the Joffrey production staff are unable to participate in a working capacity for whatever reason, please add one person to each department, and two to the electrics department.

The Joffrey Ballet usually travels with the following production staff for a black box production: Production Supervisor, Lighting Supervisor/ Technical Director, Master Carpenter, Properties Master, Master Electrician, Assistant Electrician, Sound Engineer, Wardrobe Mistress, Principal Stage Manager, and Stage Manager.

Load-In and out Times

Load-in and set-up times will vary with programming and venue. Provided the lighting pre-hang and sprung floor, if needed, are in place before the load in, a standard “black box” program will require:

- 12 to 16 (twelve to sixteen) working hours for load-in, set-up and focus
- An additional 4 (four) hours of onstage rehearsal is needed by the company, including the tech/ dress.
- An average of 90 (ninety) minutes of class time onstage per day.
- 2 to 4 (two to four) working hours for the load-out.

Theatre Personnel Please Initial Here _____

Rehearsals and Classes

A Studio or Rehearsal Room, 40' x 50' (forty feet by fifty feet), with at least 15' (fifteen feet) high ceilings close to the stage for classes, warm-ups, and rehearsals, with:

- A sprung floor meeting AGMA requirements for an acceptable dance surface, with a marly style vinyl floor (Joffrey preference: Harlequin “Studio”).
- A tuned upright piano with adjustable bench and piano light.
- Adequate light to conduct class or rehearsal.
- A swept and mopped dance floor.
- Heating and/or air conditioning necessary to keep the room within the norms specified by AGMA for rehearsal and performance spaces (72°-85°F)(seventy-two to eight-five degrees Fahrenheit).
- The Joffrey will provide our portable ballet barres.

On-stage Rehearsals:

- Piano as above.
- Adequate light to conduct rehearsal.
- A swept and mopped dance floor.

Warm-Up Area:

- A clean, heated and well-lit area immediately adjacent to the stage for warm-up. The backstage cross-over area can serve for warm-ups if the following conditions are met:
 - Cross-over at least 6' (six feet) wide.
 - Floor covered with vinyl dance floor.
 - Sufficient light.

The Joffrey Ballet will hold its' company classes onstage after the opening of the program, before the first performance of the day, and this will be reflected in the production schedule. Any deviation from this requirement can only be approved by the Joffrey Production Supervisor and the Joffrey artistic staff.

Theatre Personnel Please Initial Here _____

Piano Tunings

- All pianos being used for class and rehearsals should be tuned to Standard A440 International Pitch.
- All pianos should be tuned prior to their first use (performance, rehearsal, or class).
- Additional tunings will be scheduled as needed by the Joffrey Production Supervisor, and will vary depending on programming.

Temperature Control

All performance and rehearsal spaces must have heating and/or air conditioning necessary to keep the room within the norms specified by AGMA for such spaces (72°-85°F)(seventy-two to eight-five degrees Fahrenheit).

The Presenter agrees to adjust the air handling equipment in the stage house when it affects the look of the production, or fails to meet the temperature standards necessary per the AGMA agreement.

Please note that the temperature standards should apply to all spaces that the dancers use, that is the dressing rooms, hallways, rehearsal room(s), stage areas – onstage and offstage, and the house. If the house is significantly colder than the stage area, that cold air will rush the stage when the main curtain goes out and the temperature onstage will fall below the acceptable standard. Per the AGMA contract, the Joffrey could stop the performance until the temperature reaches acceptable levels.

Water & Ice

Adequate room temperature non-carbonated bottled water for performances, rehearsals and technical work calls should be provided. Minimum amounts are 12 (twelve) five gallon bottles per week, although amounts will vary with conditions and programming. The Joffrey travels with Gatorade coolers in which these five-gallon bottles are poured.

10 lbs. (ten pounds) of cubed ice for each rehearsal and performance should be provided. The Joffrey travels with ice chests to store the ice backstage for dancer injuries.

Quick Change Booths

Based on programming, there is a possibility that 2 (two) quick-change booths or dressing rooms at stage level might be needed: 1 (one) stage right and 1 (one) stage left, each with a full-length mirror, chair, table and wardrobe rack.

No alterations or substitutions can be made to the above requirements without the prior written approval of the Production Department of The Joffrey Ballet. Please use the contact numbers below to inquire about any aspect of this document.

Contact Numbers

The follow contact information is correct as of the revision date on the bottom of the page.

The Joffrey Ballet
70 E. Lake Street, Suite 1300
Chicago, IL 60601
312.739.0120
312.739.0119 fax
www.joffrey.com

- Production Supervisor: Michael Andrew Currey, 312.739.0120 ext. 1029
Email: mcurrey@joffrey.com
- Principal Stage Manager: Katherine Selig, 312.360.1720 ext. 19; 312.360.1725 Fax
Email: kselig@joffrey.com

Your signatures below, and initials within the document, will signify your acceptance and understanding of our technical conditions and requirements.

Presenter's Chief Operating Officer

Presenter's Director of Production

Date

Date