



## TECHNICAL RIDER

## ROBERT JOFFREY'S

## THE NUTCRACKER

**Introduction** The following are minimum standards required for the Joffrey Ballet's production of Robert Joffrey's *The Nutcracker*. 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 Allan Kerr 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 64' (sixty-four feet) deep.
- Working depth minimum, 58' (fifty-eight feet) from the plaster line to farthest upstage working line.
- On-stage crossover at back wall, at least 3' (three feet), free and clear of obstructions. The crossover could be in a hallway directly behind the stage. A "cross-under" is not acceptable.
- Minimum 20' (twenty 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. Please discuss with the Joffrey any orchestra shell intrusions, both in terms of backstage storage and line-set storage, if any exist.

##### 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 68' (sixty-eight feet) wide and 48' (forty-eight feet) deep must be installed. For reference, The Joffrey uses Harlequin floors' Liberty Sprung Panel System. Additional raised floor run off may be required if necessary for the safe storage of scenery and props. 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 marley. The Joffrey may need to use house marley for run offs and for the crossover.
- Stage to be swept and mopped before each rehearsal and performance.
- The Joffrey Ballet will need to screw scenic elements and booms into the deck. If screwing into your deck is not an option, the Presenter will need to provide enough weight and rope to secure the light booms, and weight for the scenic pieces that need to be held in place. Please inform us immediately if screwing into the stage deck is a problem.

##### Flying Lines

- Minimum 60 (sixty) line-sets (including electrics 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.
- House "Main" curtain, preferably 'guillotine' style. The main curtain should have a split in the middle to allow for paged bows. Please let us know if this main curtain is run manually or electrically with a motor.
- Please inform the Joffrey if any line-sets are out of service, or can not be operated from grid to deck. Also, please forward a current line set schedule to us, including true measurements from the plaster line of batten placement.

**Softgoods** The venue is to provide the following:

- 5 (five) sets - 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) 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 specific to your theatre.
- 350 (three-hundred fifty) linear feet of bottom pipe.

Please inform The Joffrey is your venue commonly uses side tab curtains to mask backstage.

If the venue can not provide any of these softgoods, either in-house or via a rental, please contact the Joffrey production department immediately.

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

**Truck Access** The Nutcracker requires 3-4 (three - four) 53' (fifty-three foot) semi-trailers to transport.

- 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 casted 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. All street parking/ waiting permits required for the trucks to legally park while waiting are the responsibility of the presenter to provide.
- Please inform the Joffrey production department of any odd loading situations related to your venue that could impact the production schedule or man power needs.

The route between the unloading area and the stage should be free of obstructions and have adequate clearances to allow units of 20' (twenty 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 casted 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's standard Nutcracker light plot is attached. Any substitutions of equipment must be approved in advance by the Joffrey Production Department.

**On-Stage**

- 12 (twelve) overhead electrics and 10 (ten) side ladders (five each side):
- 158 (one-hundred fifty-eight): Source 4 – 19 degree units
- 138 (one-hundred thirty-eight): Source 4 – 26 degree units
- 17 (seventeen): Source 4 – 36 degree units
- 6 (six): Source 4 – 50 degree units
- 12 (twelve): Par 56 strips, 3 circuit, MFL or ETC S4 Strips
- 15 (fifteen): MR 16 strips, 3 circuit, flood
- 4 (four): 3" (three inch) fresnels (inkies)
- Cyc lights high and ground row, 3 circuits (house choice of units with Joffrey approval)
- 2 (two) rolling "rover" stands for on-stage specials

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

**Front Of House (FOH)**

- The following units are needed for the Front of House positions, and equipment specifications will be based on the house specs.
- 3 (three) full stage washes from the cove
- 30 (thirty) units on the balcony rail
- 15 (fifteen) units in the box boom right position
- 15 (fifteen) units in the box boom left position

### **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 stage.

### **Dimming**

- 350 (three-hundred fifty) dimmers, DMX controlled, 2.4 K (two point four kilowatt) each.

### **Control**

- The Joffrey has pre-programmed cues for ETC Expression 3 & ETC OBSESSION 2 lighting control boards. If these boards are not available to you, please contact the Joffrey Ballet Production Department immediately.
- We may require 2 (two) opto splitters to route signal to various places.
- Our control position should be in the “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 SR for performances.
- Remote focus unit.
- 500’ (five hundred feet) of 5-pin DMX cable.
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### **Atmosphere Effects** Presenter is responsible for providing the following effects equipment and supplies:

- 4 (four) LeMaitre Low Smoke Generators and G-300’s with DMX interfaces for the LSG’s.
- 2 (two): F-100 smokers with DMX interface
- 4 (four): Dewars (600 lb crynogenic chambers) of liquid CO2. We require 4 (four) of these dewars for every 4 (four) rehearsals or performances of *The Nutcracker*.

#### **The number of dewars needed for your run will be: ? (?)**

- 2 Radiance Hazers or Water Based Hazers with Box Fans

The low smoke generators produce a fog effect like a dry ice system but without the water residue onstage. Please note that the fog flow is heavy at times and will find the low point, which is usually the pit. The Joffrey will install a system of small fans on the edge of the pit to try and blow away as much of the fog before it enters the pit, but some fog will get thru. To install this system, we will need to screw into the apron or into the face of the apron. A separate letter explaining these effects will be sent to the musicians union rep and contractor so that they are aware of these effects, and the musicians union rep will be given an opportunity to view the effects before their first rehearsal in the pit and make comments at that time.

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.

**Pyrotechnics** The Joffrey has 2 (two) pyro effects in *The Nutcracker*. The first is a flash pot mounted on the apron at the center line, approximately halfway between the downstage edge of the dance floor and the edge of the apron. The second is a flash pot mounted inside a prop cannon. The Joffrey used Newco Products A/B Fast Theatrical Powder for these effects. Appropriate arrangement/ permission needs to be made by the presenter for these effects, possibly including a fire marshal visit/ observation and performance fire watch.

### **Focus**

- 2 (two) genie-lifts capable of focusing electric pipes at a 30’ (thirty feet) trim. The lifts 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** Please see the separate pit section of this document regarding electrical/ music stand light needs required for *The Nutcracker*.

### **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, cabled, gelled 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. The**

**Presenter assumes all costs associated with any and all work calls necessary to get the show ready should the lighting package not be ready on The Joffrey's arrival, including Joffrey production crew labor costs.**

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

**Audio** The requirements below are for live music only, as our Nutcracker is only performed to live orchestra. If you intend to engage the Joffrey Ballet for performances of Repertory Ballets in addition to performance of The Nutcracker, additional requirements will be forwarded to you based on the rep being performed. 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 1<sup>st</sup> (first) and 3<sup>rd</sup> (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.
- A total of 10 (ten) headsets/ stations, as follows:
  - 2 (two) - Stage Right (Principal Stage Manager and Assistant 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. Locations of cue-lights for *The Nutcracker* are:

- 1 (one) at house main curtain control
- 2 (two) separate rail floor circuits, one circuit lamped white, the other lamped blue

- 1 (one) stage left, offstage mid-stage, about 25' (twenty-five feet) from the deck
- 1 (one) stage right, offstage mid-stage, about 25' (twenty-five feet) from the deck
- 1 (one) at the conductors' podium in a place that the concert master can see (cue tunings)

### **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. These cameras are usually positioned at the audio mix position or rear of the house, and in the pit. 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, crew, or musician union policies, please communicate that to the Joffrey Ballet Production Department immediately.**

**Orchestra Pit** A pit plot, detailing the count and position of the podium, chairs, music stands (with lights), celesta, harp, and benches for the choir (provided by the Joffrey), will be sent as soon as orchestration has been negotiated with the presenter. The Nutcracker usually performs with between 44 (forty-four) to 60 (sixty) musicians.

The conductor podium (music stand) needs to be of sufficient size and strength to easily handle a large conductor score, with light from the left, right, and top sides of the stand focused directly on the score. The podium should be able to adjust in height to accommodate the conductor. Standard podium dimensions (score are only – not including light box) are 2'w x 1'6"d (two feet wide by one foot six inches deep).

The conductor platform (on which he/ she stands) should be approximately 4'w x 3'd (four feet wide by three feet deep) in size and about 2'4" (two feet four inches) in height from the pit floor. If your pit is not an electrical-lift style (motorized), the podium height may need to be adjusted by adding or removing platforms to get the podium to the right height for the conductor to see the stage. Currently, the platform top should be 5'2" to 5'6" (five feet two inches to five feet six inches) below stage level.

A white piece of fabric should be hung directly behind the conductor (as he faces the stage) to act as contrast for the dancers to see him/ her better and for the video camera trained on him/ her for the stage manager to see as well.

The Joffrey travels will 3 (three) benches for the children's choir that are usually set on the far right side of the pit (behind the harp and celesta). These benches are not self-supporting and need to screw into the pit floor. If your pit floor is concrete or some other material that can not be screwed into, the theatre/ presenter will be required to provide benches or another adequate method for the choir to sit in the pit.

The Joffrey requires microphones in the pit to provide amplification of the orchestra to the onstage monitors and backstage areas. At least three "zones" microphones are needed, generally left, right, and center of the conductor podium, as well as solo microphones for the harp, celesta, chimes, and children's choir.

**Upon hearing the orchestra in the pit, The Joffrey at its' sole discretion, will make the decision whether it is necessary to amplify the choir, the orchestra, or both, in the house.**

**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 beltpack tied into the main com system.
- Appropriate 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**.

### **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** There are extensive wigs and make-up for *The Nutcracker*, including wigs for some of the children in the production. 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 minimum 49 (forty-nine) dancers (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).(seventy-two to eighty-four degrees Fahrenheit).

Large dressing room (or other like room), separate from company dressing room(s) for a minimum of 70 (seventy) children, with:

- 8 (eight) large tables
- 20-30 (twenty to thirty) chairs
- 6 (six) lighted mirrors with counter space
- 4 (four) costume racks or some other method of hanging costumes
- A few sinks with hot and cold running water
- Working toilets not shared with the public
- Audio monitors supplying both live show program and paging announcements

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. 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.

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.

A room (can be a dressing room) for the local children’s choir, with 30 (thirty) chairs and 4 (four) tables, located close to the pit door. This room is a holding room for the choir and a place where they can leave coats, backpacks, and purses while they perform.

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 assign dressing rooms for the company.

**Crew Requirements** The following are *Nutcracker* crew sizes 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, rail, props, sound, 2 elec, wigs) working under yellow cards. NOTE: These numbers are for the LOCAL CREW including heads, and do not include the Joffrey staff. **THE JOFFREY BALLET IS A YELLOW CARD ATTRACTION.**

Load In:	Running:	Strike/ Load Out:
6 Truck Loaders	13 Carpenters	8 Truck Loaders
13 Carpenters	8 Electrics	13 Carpenters
14 Electrics	5 Props	14 Electrics
6 Props	1 Audio	6 Props
1 Audio	12 Wardrobe	1 Audio
6 Wardrobe	1 Wigs	12 Wardrobe
1 Wigs		1 Wigs
		4 Pushers

The Joffrey Ballet travels with the following production staff for *The Nutcracker*:

Production Supervisor, Lighting Supervisor,

IATSE: Master Carpenter, Flyman, Properties Master, Master Electrician, Asst. Electrician, Sound Engineer, Wardrobe Mistress, Wardrobe Assistant, Shoe Manager and Wigs & Make-up Artist.

AGMA: Principal Stage Manager, Stage Manager, and Assistant Stage Manager.

**Load-In and out Times**

Provided the lighting pre-hang is complete and sprung floor - if needed - is in place before the load in *Nutcracker* will require:

- 25 to 30 (twenty-five to thirty) working hours for load-in, set-up and focus
- An additional 9 (nine) hours of onstage rehearsal is needed by the company, including the onstage rehearsal with the local children’s cast and the tech/ dress rehearsal with the orchestra and choir.
- An average of 4 to 5 (four to five) hours of class time onstage per week.
- 5 to 7 (five to seven) working hours for the load-out.

A **typical** schedule is as follows:

<b>Mon.</b>	<b>8am-10pm</b>	<b>Load-in</b> Scenic, LX, Audio
	1pm-10pm	Wardrobe Call
	3-6pm	Children’s Cast Fittings
	<b>TBA</b>	<b>Orchestra Rehearsal</b>
<b>Tues.</b>	8:00am	Bldg Open
	<b>8am-1pm</b>	<b>Crew Call</b> - Focus cont. Work on MGinger
	12-1pm	Dry Tech Scene Shift then set Act I before lunch
	<b>TBA</b>	<b>Orchestra Rehearsal</b>
	<b>*11am</b>	<b>Fire Marshall Visit –Pyro Demo (if needed)</b>
	1:00pm	Fittings Backstage – Mounted Mice & Snow Tree Angels
	1-2pm	Crew Meal Break
	11:30a-1pm	Class @ Studio
	<b>2-5pm</b>	<b>Crew Call</b>
	2:05-4:55	Worklight Reh – Act 1 (piano only) some costumes, w/scene changes
	5-6pm	Crew Meal Break
	<b>6-11pm</b>	<b>Crew Call</b>

6:00 Changeover to Act 2/Tech Balloon w/stand-ins  
 6:30-7:30 Worklight Reh – Act 2 (piano only) some costumes  
 7:30-8:15 Worklight Reh – Mother Ginger.Pollies (piano only) w/Dross  
**TBD Choir Reh –**  
 8:15-11pm **Cont. focus/notes/Pit set-up**

**Wed. 12/5**

8-11am Cont. from previous/Artistic look @LQs 10-11am  
 11-12noon Crew Meal Break  
 10-11:30am Class @ Studio  
**12-5pm Crew Call**  
**12:30-45 In Costume**  
**12:45-1 Onstage x-over reh. (no music)**  
**1-3:45 Dress/Tech Reh. w/Orchestra & Choir (Need 30 min break)**  
**3:45-4 Sugar Plum w/orchestra**  
**4-5 Production Notes**  
**5-6pm Crew Meal Break**  
**6-6:30 Stage available to dancers**  
**6:00 Partial Wardrobe Pre-show Call**  
**6:30pm Dimmer Check Crew Call**  
**7:00pm Full Crew Show Call**  
**7:30pm Performance #1**  
 Post: Laundry, Set stage for Class (sweep & clear scenery, piano & barres Onstage)

**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 marley 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. If the venue has portable ballet barres, we may elect to use them as well.

The Studio for Class must be available everyday the Joffrey is in the Venue’s city as class may be held on a travel day.

If no studio or rehearsal room is available in the theatre, either space should be arranged by the presenter off-site (at the Presenters expense) or additional onstage time must be scheduled to accommodate classes, warm-ups, and rehearsals.

**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. The Presenter is responsible for all labor costs, if any, associated with onstage classes.

**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 at the suggestion of the Joffrey Production Supervisor, in conjunction with the venue/ presenter representative. In a standard one week engagement, the pianos will only need to be tuned once before we arrive.

**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.

The Joffrey Ballet carries a scientific thermometer and will take temperature readings with that instrument when necessary. The readings of this instrument are deemed accurate by both The Joffrey Ballet and the Presenter and adjustments will be made to the temperature based on these readings and our temperature control policy.

**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. The Joffrey travels with Gatorade coolers in which these five-gallon bottles are poured. Should the Presenter fail to provide a sufficient amount of water per this section, a representative of the Joffrey will first ask the Presenter to purchase additional water. If the problem continues, The Joffrey Ballet will purchase additional water and be reimbursed by the Presenter for all expenses incurred to secure this water, including any additional union labor costs should any exist.

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

**Quick Change Booths** 2 (two) quick-change booths or dressing rooms at stage level: 1 (one) stage right and 1 (one) stage left, each with a full-length mirror, chair, table and wardrobe rack need to be provided. The Nutcracker also requires quick change areas upstage, in the cross-over area. This area needs to be large enough to accommodate several people changing and crossing-over at the same time.

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**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**

Joffrey Ballet – Joffrey Tower  
 10 E. Randolph Street  
 Chicago, IL 60601  
 312.739.0120  
 312.739.0119 fax  
[www.joffrey.org](http://www.joffrey.org)

Production Supervisor: Allan Kerr  
 (312) 739-0120 x1029  
 Email: [akerr@joffrey.org](mailto:akerr@joffrey.org)

**Your signatures below will signify your acceptance and understanding of our technical conditions and requirements.**

\_\_\_\_\_  
 Presenter’s Chief Operating Officer                      Date

\_\_\_\_\_  
 Presenter’s Director of Production                      Date