



LETTERS ALOUD

Private letters read in public

TECH RIDER

COMPANY

- 3 Performers, 1 Musician, 1 Stage Manager. (Total 5 persons, unless otherwise specified by Company.)

RUNNING TIME

- Roughly 2-hours with one 10-15 minute intermission.
- Company will be happy to remain for a 15-minute Q&A session after the show, at venue's request.

ACCESS

- Letters Aloud's Stage Manager will contact the venue in advance of the engagement to confirm the company's arrival time and technical requirements, as well as answer any questions the venue has.
- A minimum total of 2 persons for setup. Breakdown of the 2 persons is as follows:
 1. Lights & Projection
 2. Sound
- Stage area and dressing rooms need to be cleared to allow the company to set up immediately upon arrival.
- Stage should be swept and mopped just prior to the company's arrival.
- Set up: 2.5 hours plus ½ hour house.
- Strike: Up to 1 hour.

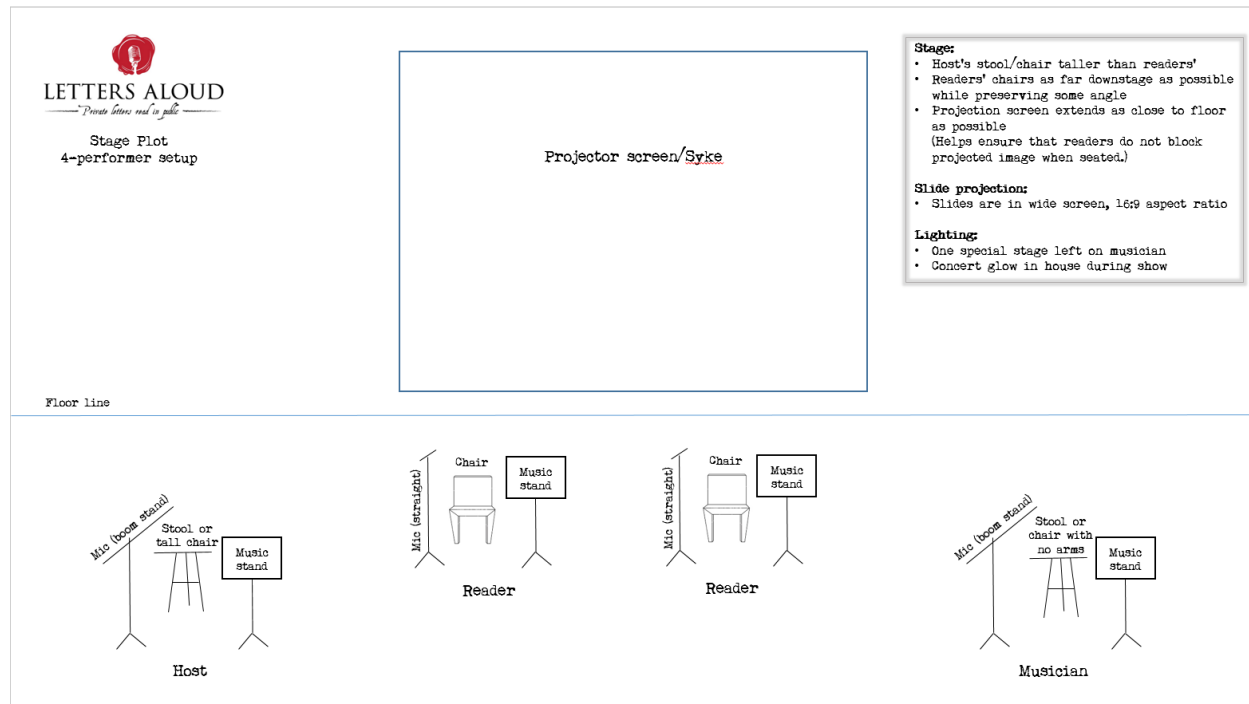
PHYSICAL REQUIREMENTS (see also STAGE PLOT DIAGRAM)

- Minimum dimensions of stage 30' wide x 30' deep x 14' high. These dimensions refer to an unimpeded space, free of hanging lights, electrical wires or heating ducts, etc.
- House masking to be provided by venue: legs, travelers, and borders, preferably black with no more than a 24' proscenium opening. Pipe and drape will also be acceptable. Please have hung

prior to the company's arrival. Stage Manager will confirm masking specifications prior to engagement date.

- 4 Music Stands.
- 2 Chairs **for readers**. Preferably no arms.
- 1 Chair (no arms) or 1 Stool (preferably no higher than 24", but definitely no higher than 36") **for musician**. Chair preferred.
- 1 stool no higher than 36" **for host**.
- Host's stool/chair should be taller than readers'
- Readers' chairs as far downstage as possible while preserving some angle relative to host and musician. This helps ensure that the readers do not block the projected image when seated.
- 4 Microphones and 4 Mic stands—boom or straight stands will work, as long as performers' faces are not obscured by microphones when they are standing at the music stands.. See STAGE PLOT DIAGRAM.
- One Video Projector that can project a PowerPoint presentation via a Mac or PC laptop (along with compatible connectors). HDMI preferred. There is no audio in the PowerPoint presentation.
- One Video Screen or Syke, preferably rear projection. Projection screen should extend as close to floor as possible while still allowing full view of projected image when readers are standing.
- Projection optimized for slides in widescreen format, 16:9 aspect ratio
- Two (2) dressing rooms for 4-6 people: the rooms should have mirrors, chairs, tables and lights. They should be clean, well lit, lockable and ready for the company upon arrival up to 2 hours after the performance.
- Toilets and sinks with paper towels and soap must be in close proximity.
- Please send your theatre's specs to info@lettersaloud.com.

STAGE PLOT DIAGRAM



LIGHTING

- Onstage lighting should be minimal and warm.
- Each of the 4 performers (1 host, stage right; 2 actors, center stage right and center stage left; and 1 musician; stage left) should be adequately lit throughout.
- One special stage left on musician
- Concert glow in house during show
- As the host and actors will be reading from fixed, stationary music stands, there will need to be enough light from the back so that the text can easily be seen. (Music stand clip lights also work well.)

MARKETING

- All publicity (show descriptions for marketing materials, photos, video footage, programs & bios) for a Letters Aloud show must align with the information provided by Letters Aloud via our Marketing Kit. Please send a request via email to info@lettersaloud.com.

ACCOMMODATIONS

- 5 hotel rooms with at least one queen-size bed. 3-star quality hotel or better within 15-mile radius of venue. Preferred hotels include:
 - Fairfield Inn (or any other Marriott branch)
 - Holiday Inn Express
 - Comfort Inn
 - Candlewood Suites

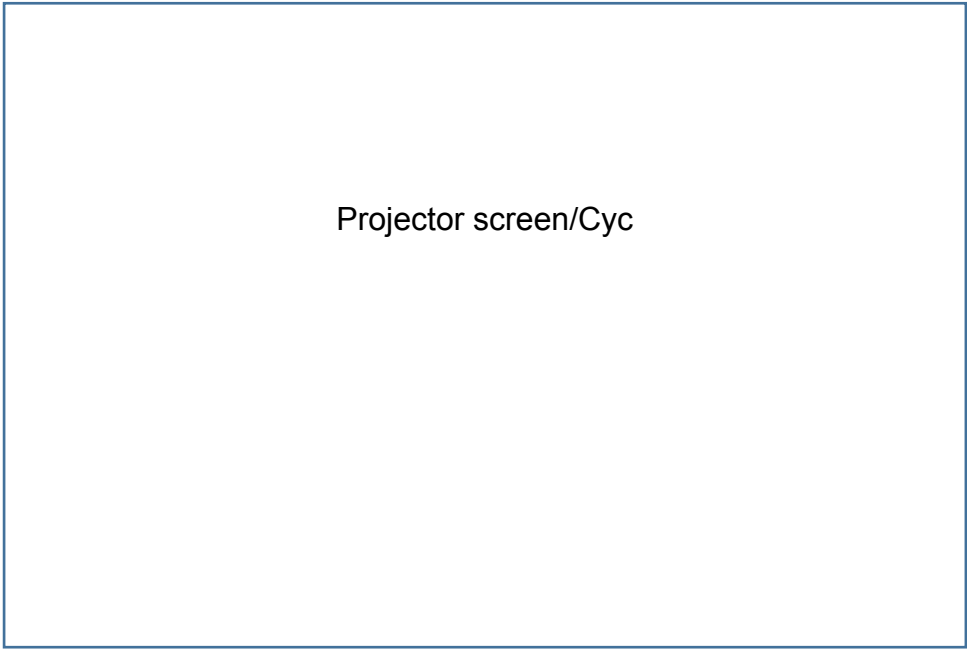
MEALS AND AMENITIES

- In situations where the Presenter has agreed to provide Letters Aloud with a meal (which we sure do appreciate), please no pizza or fast food (KFC, McDonalds, etc.).
- When catering is provided for the group, please ensure that one (1) beef-free meal is available. Meals for 5-6 people will be required in total. (Stage Manager will confirm the number of people prior to arrival.)
- Dressing rooms should be provided with:
 - Coffee & tea.
 - 12 half-litre bottles of filtered (non-carbonated) water to be used on stage during show.

Stage Plot - Desk stage right setup

Stage:

- Projection screen extends as close to floor as possible without shadows cast from seated readers
- If guest readers are seated onstage, put chairs x no. of readers in even semi-circle upstage right and left of screen
- If guest readers are seated in front row, then just one chair per music stand/mic, set just upstage of stand/mic
- Area rugs: For host and musician are nicest to have. For readers, could be one large rug.



Slide projection:

- Slides are in wide screen, 16:9 aspect ratio
- No audio with slideshow

Lighting:

- Specials on host, each reader stand, and musician. Keep reader specials on low and turn up when reader moves to mic/music stand, then back to low when they leave
- Spot on musician during solos; other specials and wash to black
- Clip lights on music stands and host's desk
- Wash on front of stage during show
- Light concert glow in house during show—we can set level during tech

Floor line

