[physical theatre]

DARREN & HEATHER STEVENSON
founding directors

50 N. PLYMOUTH AVE.,
ROCHESTER, NY 14614

(585) 415-PUSH (7874)
CHITCHAT@PUSHTHEATRE.ORG
WWW.PUSHTHEATRE.ORG

REVISED 2025

PUSH Physical Theatre:
HOME*[sic]*
Theatres/Performing Arts Centers

This list of technical requests is intended as a guideline. While many venues will have no trouble in meeting these requirements, we understand that others will. Please note that all requests are negotiable. PUSH Physical theatre has extensive experience in adapting to a variety of situations while maintaining artistic integrity. Please contact us with any questions or concerns.

Facility:

A. STAGE REQUIREMENTS

i. **Proscenium opening:** 28' Wide x 14' High (ideal 38' x 18')
ii. **Stage depth:** 25' from plaster line to rear curtain (ideal 35')
iii. **Wing/offstage space:** 5' Wide, unobstructed (ideal 20')

iv. **Stage surface:** Stage must be flat and free of debris, splinters, etc. Ideally a Marley style dance floor should be installed.

v. **Temperature:** Performance area and dressing rooms should be well heated/cooled to a minimum of 68°F (20°C) and maximum of 90°F (32.2°C) (Ideal temperature range: 70-74°F).

vi. **Wireless Internet Access:** Presenter agrees to provide an area in the facility (ideally dressing rooms, green room and theatre house) with wireless-internet access.

vii. **Preparing the theatre prior to load-in:** PUSH does not carry lighting or sound equipment. Presenter agrees to pre-hang PUSH light plot and soft-goods prior to load-in. Pre-hang will include hanging or installing all lighting and sound equipment, cabling, patching, and verifying that all equipment is in proper working order. If a dance floor is installed, it will be prepared and secured prior to PUSH's arrival. Video and specials may be set-up and focused upon arrival of PUSH's LD/TD.

B. PROPS

Presenter to provide the following:

1. **2 chairs:** Standard metal chairs, no arms

C. SOFT-GOODS

Presenter to provide and hang the following **soft-goods** prior to PUSH's arrival according to the line-set agreed upon in advance:

1. 6 to 8 matching black legs (3 to 4 on each side of the stage) sufficient to cover height of grid to floor, and width to cover audience sightlines offstage as well as lighting instruments on off-stage booms.
2. 1 full-stage white cyclorama
3. 1 full-stage Black Traveller Curtain (upstage, in front of the Cyc) ***OR*** full-stage Black Scrim (upstage, in front of the Cyc).
4. Tape:
    a. 1 roll of 2" Black Gaffer tape
    b. 1 roll of 1" Glow tape
    c. PUSH will provide all other spike tape

D. EXCLUSIVE USE

All facilities provided for PUSH use must be secure and kept for **exclusive use** of PUSH during engagement including set-up, rehearsals and performances.

E. WARDROBE

i. **Dressing Rooms:** Presenter agrees to provide 1 dressing room with:

1. Excellent lighting
2. 1 chair and 1 lighted mirror per performer (Mirror lights should be in proper working order)
3. A monitor/paging system
4. Costume racks
5. Adequate heating/cooling (See item '*A.v: Temperature*' above)
6. Immediate access to restrooms with hot/cold running water and showers

ii. **Wardrobe Room:** Presenter agrees to provide a fully secured room centrally located to the dressing rooms with adequate electrical power and water. Presenter will provide the wardrobe room with the following:

1. 1 steam iron and ironing board
2. 1 wardrobe rack
3. Washing machine and dryer

iii. **Quick Change Areas:** Presenter agrees to provide an area in the upstage-right and upstage-left wing spaces equipped with the following:

1. Full-length mirror, small table
2. Red-gelled running lights

F. MERCHANDISE

Presenter provides **1 six-foot sales table** to be placed in the lobby or an alternative **prominent** area with a cash box and **sales person**. This area should be sufficient in size for an artist 'meet and greet' following the performance.

G. PARKING

Presenter agrees to provide from **1 to 2 safe, secure parking spaces** close to the theatre and easily accessible throughout PUSH's engagement including set-up, rehearsals and performances.

Personnel: (provided by presenter)

All crew assigned to technical rehearsal must be available for all performances.

i. **1 Senior Stage Technician:** Empowered to make logistical decisions concerning the use of the facility, stage and lighting/sound equipment. Must be available for technical rehearsal and performance.

ii. **1 Electrician:** Hangs, focuses, and troubleshoots lighting system during rehearsals. Pre-sets instruments prior to PUSH rehearsal.

iii. **1 Audio/Video Engineer:** Sets up and trouble shoots projector and balances sound mix. PUSH provides a MacBook for audio and video playback.

iv. **Running Crew:**
   1. **1 Light Board Operator:** Hangs, focuses, operates and troubleshoots lighting system. Must be able to competently operate the dimmer board used.
   2. **1 Wardrobe Person:** (For multiple performances only) Will assist with quick costume changes during performance. All costumes must be washed following every performance. Some costumes must be ironed prior to all performances.

v. **1 Person to run sales table:** Handles product sale and money. Records items purchased. Available to assist in set-up, during intermission, pre and post-performance. Sales table must be attended at all times.

Personnel: (provided by PUSH)

PUSH agrees to provide the following personnel:

i. **1 Stage Manager/Technical Director**

ii. **3 performers**

Lighting:

A. PRESENTER RESPONSIBILITIES

i. **Light Plot** shall be hung, circuited, gelled, rough-focused and troubleshot prior to Company's arrival. Any Intelligent Lighting Systems and/or Atmospheric Effects (such as Hazer, Gobo Rotators, etc.) must be in working order prior to Company's arrival. The presenter should ensure that all necessary precautions related to Fire-Code Regulations & Permits be in place for all rehearsals and performances.

B. PUSH RESPONSIBLILITIES

PUSH's Lighting Designer shall provide Presenter with a Light Plot and all requisite paperwork no later than one month prior to scheduled performance date. Substitutions and modifications due to inventory, size of facility or budget are negotiable, however no changes to the plot shall be made without the expressed written consent from Company's Lighting Designer.

C. LIGHT PLOT

Lighting requirements, subject to minor changes pre-approved by the presenter and PUSH:

1. Full-Stage, ***pre-focused*** Rep Plot (minimum 2-color Front Wash, 2-3 color Top Wash, High Sides and/or Template Wash, 2-3 focusable lights per Boom (for side lighting), and 20 - 35 Specials (agreed upon in advance).
2. Six to Eight 10ft. Booms for Side Lighting, behind each Leg SL and SR.
3. Three-Color Cyc Wash from above (and below if ground row is in stock).
4. Dim running lights adequate to light wings and backstage area, preferably red.
5. Complete black-out conditions onstage and in the house. Presenter agrees to darken, cover or otherwise prevent the emissions of ambient lighting prior to Tech-Rehearsal through performances.
6. All gel color as specified in advance of the performance.

D. COMPUTER LIGHTING BOARD

The presenter provides a **computerized lighting console** with at least 120 channels (i.e. ETC Expression, Obsession, ION, EOS, etc…) and an experienced electrician to program/operate it.

E. HAZER

The presenter provides **1 non-toxic Hazer** (i.e. Le Maitre G300, or MDG Atmospheres) patched to light board via DMX *or* operated by deck hand and piped to a central position on-stage. Glycol-based Foggers are not sufficient.

F. ACCESS TO RIGGING

All lighting instruments must be accessible via ladder, electric lift or catwalk provided by presenter.

Audio:

A. SOUND SYSTEM

Presenter will provide an adequate sound system including mounting hardware and cabling. To ensure proper audio presentation, the sound engineer and necessary operating equipment shall be situated in the audience area or house tech booth. There must be a clear and unobstructed view from the house mix position at all times

i. The **Sound System** supplied should be of sufficient size and power to fill the auditorium or audience area with clarity and without overload or delay; must also have adequate Equalization capability (simple bass/treble control is not sufficient for this production). The system should be capable of reproducing music and live voice at an audible level to the outermost seats without distortion or noise and with appropriate delay lines.

ii. **Amplifiers and Speakers:** The audience system should be a full-range, three-way (minimum) loudspeaker system capable of producing 100 decibel Sound Pressure Level (SPL) at the outermost point of the audience area with a dynamic range of 20 HZ to 20,000 HZ. The audience system requires a minimum of 2 discreet speaker locations plus one subwoofer with sufficient power to fill the auditorium that can be assigned independently. This would mean a minimum of 3 amplifiers. (1) A stereo pair on the stage for cues and monitor purposes. (2) A house sound stereo pair. (3) A Subwoofer. The stage area monitor speaker system should consist of a minimum of two (2) two-way (minimum) speaker cabinets with a dedicated amplifier system capable of producing 100 decibels SPL over the entire stage area with a dynamic range of 20 HZ to 20,000 HZ. The size and placement of the stage area monitor speaker cabinets must be appropriate for use by a dance company. Monitor mix must be separate from house mix.

iii. **Playback devices:** Apple Laptop computer (provided by PUSH) will run both audio and video cues using "Q Lab". The laptop will connect via 1/8" output to soundboard and HDMI output to the projector. Presenter will provide all cabling. PUSH provides the appropriate adapter from the laptop to HDMI.

B. MICROPHONES

Presenter provides the following:

1. Two (2) professional **hand-held microphones** (preferably cordless) e.g. Shure, Sennheiser, etc. If corded mic is used it must facilitate movement around the stage during performances.
2. **Fresh batteries** for each microphone for every performance.

C. HEAD-SET COMMUNICATION

Presenter provides the following communication system. Entire system must be pre-set prior to PUSH's arrival.

i. A **monitoring system** should be provided to the dressing rooms and green room that:

1. Provides a clear signal of the stage audio
2. Allows pre-show paging by the stage manager

ii. A **headset system** allowing talk-back communication. Headsets positioned for the following:

1. Stage Manager
2. Sound Engineer
3. Light Board Operator
4. Deck Hand - back stage (Wireless headset/belt pack)

Social Media:

PUSH will work with presenters PR, media and marketing departments to assist in raising public awareness through use of PUSH social media platforms and marketing materials. PUSH artistic directors and performers will be available for interviews and media appearances when possible.

Other Services:

A. LOCAL GROUND TRANSPORTATION

The presenter to provides all local ground transportation - airport/hotel/venue/restaurants for three people plus luggage. In lieu, the presenter may opt to provide a rental vehicle for the period of time the artist remains under contract. PUSH's TD/LD will require transportation to and from the venue on a different schedule to the performers.

B. ACCOMMODATION

The Presenter provides mutually approved hotel accommodation for each night of performance plus the day of arrival.

C. ACCESS TO GYM

The presenter provides access to a fully equipped gym for the duration of the engagement.

D. HOSPITALITY (food)

The presenter provides the following:

i. **All Days:** transportation to restaurants/grocery store/market for meals.
ii. **Load-in/Tech Rehearsal:** Fresh fruit tray, vegetable tray, deli meats, cheese and bread tray, mixed nuts. Beverages: Orange juice, water, coffee and tea (with cups, cream, etc).
iii. **Each Performance:** One hot meal.
iv. **Additional items:** Ice in freezer or cooler for use in case of injuries.

E. TICKETS

The presenter provides PUSH 10 complimentary tickets to each performance.

Performance Information:

i. **2 Act:** 80 to 85mins
ii. **10 to 20min intermission (at venues request).**

- Late Seating is at the discretion of PUSH's Stage Manager.
- PUSH will provide Pre-Show and Intermission Music. Any pre-show announcement by the theatre must be communicated to the PUSH Stage Manager prior to the engagement.
- Sound, lights and stage management will all operate from the tech booth in the house or a house mix position at the rear of the orchestra level of the house.
- Program Information will be provided by PUSH.

- One six-foot sales table will be placed in the lobby or area where it is in the 'flow of traffic' for the most exposure. Sales table must be attended at all times.

Typical Work Schedule:

(Times to be confirmed prior to contract signing)

Any TV, radio, Newspaper interviews or other activities will affect the schedule and should be planned for in advance.

Prior to arrival of PUSH:

1. Hang or install all lighting, sound equipment, cabling, patching, video projector, hazer.
2. Install communication system.
3. Install and secure dance floor (if needed).
4. Install all soft goods.
5. Prepare dressing rooms, green room, wardrobe.
6. Provide equipment for quick-change area.
7. Verify all equipment is in proper working order.

Day of Performance:

9:00am – 12:00am	Load-In with TD/LD, electrical focus, check sound levels.
12:00am – 1:00pm	Crew Lunch Break. Performers arrive, arrange sales table and lobby items. Performers warm-up/spacing rehearsal. TD/LD programs light board
1:00pm –2:30pm	Cue to Cue with performers.
2:30pm – 3:00pm	Trouble-shoot technical issues/problems. Notes for crew and performers.
3:00pm – 5:00pm	Continue Cue to Cue if necessary, and/or Run Thru.
5:00pm – 6:00pm	Crew Dinner. Performers have access to stage if necessary.
6:30pm – 6:45pm	Crew & Performer Call. Performers warm-up on stage during lights and sound check.
6:45pm	Wet mop stage.
7:00pm	House opens.
7:30pm – 9:30pm	PERFORMANCE

Signature:

Signature of this Technical Rider implies that the Presenter and his or her agents, including theatre managers, technical directors and operating staff agree to all of the above requirements unless specifically amended in writing and agreed to by the Company Artistic Director and Company Production Manager.

AGREED:

_____ _____

Presenter Date