

## TECHNICAL REQUIREMENTS

### 1. General Information

The touring staff of The Paul Taylor Dance Company consists of a Company Manager/Director of Operations, a Rehearsal Director, a Production Stage Manager, a Lighting Supervisor, and a Wardrobe Supervisor. We carry our own costumes, sets, and props. We require the sponsor to provide lighting and sound equipment, soft goods, crew, adequate stage surface for barefooted dancing, and dressing room facilities as noted below.

### 2. Theater

#### Stage Dimensions:

Company requires a performing area of 40 feet wide by 32 feet deep from front curtain to upstage crossover. The minimum performing area is 36 feet wide by 28 feet deep from front curtain to crossover.

#### Environment:

Stage area and dressing rooms must have an air temperature maintained between 68 degrees Fahrenheit (20 degrees Celsius) and 90 degrees Fahrenheit (32 degrees Celsius) from one hour before any performance or rehearsal, through the conclusion of the performance or rehearsal.

***Please note that a warm rehearsal and performance space is extremely important to the ability of the dancers to perform. This item is one where we are not able to modify or compromise on our needs!***

### 3. Lighting Equipment

#### **Lighting Instruments:**

- 19 Ellipsoidals in Front of House location (beam spread depends on throw distance).
- 16 Ellipsoidals for use in Box Booms ( 4 with template slot; beam spread depends on throw distance).
- 8 19° Ellipsoidals (6x16) for overhead electrics.
- 48 26° Ellipsoidals (6x12) for overhead electrics, (8 with template slot).
- 88 36° Ellipsoidals (6x9) for overhead electrics and side light.
- 36 8" Fresnels and/or WFL PARs for overhead electrics
- 12 8' R40 strip sections, 3 circuits per section, 300 w
- Sufficient Cyc and Groundrow units to light cyclorama evenly in 3 colors from above and below
- 2 Curtain warmers (adequate to cover curtain)

#### **Lighting Hardware:**

- 8 12' booms with 50 lb. bases for mounting lights
- 32 12" sidearms with single "T"

#### **Lighting Control:**

- Memory lighting console with a minimum of 196 control channels and 500 cues
- 96 patchable dimmers
- 42 at minimum rating of 2 kw per dimmer
- 36 at minimum rating of 4 kw per dimmer
- 18 at minimum rating of 6 kw per dimmer

#### **Lighting Cable:**

- Enough to circuit light plot as submitted by Paul Taylor Dance Company

### 4. Sound

- 2 XLR connections from backstage stage manager's position to house PA
- Mixer with a minimum of 4 channels
- 2 two-channel amplifiers
- 2 speakers of sufficient quality to fill the Hall
- 2 backstage monitors
- Microphone
- Headset communications between stage manager's position and running crew

### 5. Soft Goods

- 5 sets of black legs pre-hung to form four 7' wing openings
- 5 black borders
- full stage black drop hung upstage leaving at least a 3' crossover

### 6. Floor

- Stage floor and backstage area must be clean and free of nails, splinters, or any other protrusions.
- A black linoleum or Marley-type vinyl floor on stage.

!! *The company will not rehearse or perform on a concrete floor, even if it is covered with linoleum or wood laid directly on the concrete. !!*

## 7. Crew

If theater is a union house:

- |                          |  |
|--------------------------|--|
| For load-in and load-out | For rehearsal and performance  |
| • 8 to 10 electricians   | • 6 to 8 electricians  |
| • 5 to 7 carpenters      | • 5 to 7 carpenters  |
| • 1 to 3 prop men        | • 2 to 6 prop men  |
|                          | • 1 to 2 wardrobe persons for each rehearsal, performance and load-out |

If theater is a non-union house:

- 12 **skilled** technicians for load-in, run of show, and load-out

PLEASE NOTE: The crew for **all** rehearsals and performances must be the same people. **No exceptions.**

## 8. Dressing Rooms

Theater dressing rooms should be fully cleaned prior to the day of the company load-in. This included, but is not limited to, toilets, sinks, showers, floors, countertops, and mirrors. Dressing rooms should:

- Be unlocked and ready for company use before the arrival of the technical staff. The Taylor technical staff sets call times and calculates the work schedule with the understanding that all dressing room and wardrobe space is available to them at all times.
- Have ample tables, mirrors, and make-up lights for 9 women and 9 men
- Have an extra room near the dressing rooms for wardrobe equipped with an iron and ironing board.
- Have access to on site laundry facilities for standard costume laundry
- Have access to non-public lavatory facilities with hot and cold running water and showers.
- Include 25 full sized bath towels for use by dancers.
- Include at least 10 lbs. of ice readily available at all rehearsals and each performance.

**Please note that if on site laundry facilities do not exist, PTDC production manager must be notified as soon as possible in advance of the company's arrival.**

## 9. Hospitality

- Light refreshments: fruit juice, mineral water (non-carbonated), fresh fruit, deli platter with bread for making sandwiches (or pre-made sandwiches), soup, snack food, ready for company at dancers call time (3 PM on days with rehearsal, 6 PM on performance only days). This is the only sustenance the dancers have between rehearsal and performance. Hospitality should be provided for 22 persons.
- On days with a performance before 1:00 PM presenter must provide coffee, tea, hot chocolate, bagels, Danish, doughnuts, orange juice, etc... as needed to provide a "Continental Breakfast" for 22 persons.

## 10. Time Needed In Theater

Call times based on having company light plot hung and checked and house soft goods moved prior to company arrival. Allow a minimum of 4-6 additional hours for the prehang, although time requirement will vary from venue to venue.

- Standard call (dependent upon stage and crew conditions and programming) 8 hours day **before** first performance for company load in and focus.
- 8 hours for cueing and rehearsal + show call day of performance

If a second program is requested:

- 4 hours minimum + spacing rehearsal for each change of program

**!! *Please note that the use of your theater by the Paul Taylor Dance Company is considered to be exclusive. No other activities may be scheduled to take place on the stage during the time the company is in residence. The above time requirements are calculated with this in mind. !!***

## 11. Special conditions – High Altitude

For all theaters that are located at an altitude of 4000 feet above sea level or higher, the Presenter must provide oxygen and a hand held mask delivery system on both stage left AND stage right for a duration of no less than two hours before any scheduled rehearsals and/or performances, through the duration and until no less that 30 minutes after the conclusion of the rehearsal or performance.

## 12. Contact Information

Please fill in the attached contact page with as much information as possible.

## 13. Additional Notes

- **If house is normally opened more than 1/2 hour before curtain time, Paul Taylor Production Stage Manager *MUST BE NOTIFIED* prior to company's arrival.**
- **PLEASE NOTE: Dancers must have access to the stage two hours before curtain time, and one hour before rehearsals.**

Information in the above Technical Rider is understood and agreed to:

Presenter

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Signature of facility Technical Director  
or Production Stage Manager  
(Presenter's signature not acceptable)

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Contact Information Page

**For Paul Taylor Dance Company:**

**Steven Carlino** Production & Assistant Company Manager e-mail: [sc@ptdc.org](mailto:sc@ptdc.org) (646) 214-5818  
(All technical operations, cargo information, crew calls, stage schedules)

**Brian Jones** Lighting Supervisor e-mail: [bj@ptdc.org](mailto:bj@ptdc.org) (646) 214-5828  
(All questions pertaining specifically to lighting, most questions are handled by Steven Carlino)

**Caroline McCall** Wardrobe Supervisor e-mail: [cm@ptdc.org](mailto:cm@ptdc.org) (646) 214 5825  
(All questions pertaining specifically to wardrobe, most questions are handled by Steven Carlino)

**Ann Wagar** Touring Supervisor e-mail: [aw@ptdc.org](mailto:aw@ptdc.org) (646) 214-5826  
(Contracts, accommodations, transportation, marketing and press materials)

**Lisa Labrado** Director of Public Relations e-mail: [ll@ptdc.org](mailto:ll@ptdc.org) (646) 214-5812  
(All questions regarding press and interviews)

**Andy LeBeau** Company & Rehearsal Manager e-mail: [al@ptdc.org](mailto:al@ptdc.org) (646) 214-5830  
(Company schedules, anything you are not sure of or not covered by contacts above)

**For Presenting Organization:**

**General Organization Contact:**

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Name	Title	Phone	Email
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**Publicity Contact:**

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Name	Title	Phone	Email
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**Transportation Contact:**

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Name	Title	Phone	Email
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**Technical Contact:**

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Name	Title	Phone	Email
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**Lighting Contact:**

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Name	Title	Phone	Email
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**Wardrobe Contact:**

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Name	Title	Phone	Email
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**Other:**

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Name	Title	Phone	Email
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# MASTER CLASS RIDER

If the Paul Taylor Dance Company is working with your presenting organization and you have arranged for one or more master classes in your community, PLEASE take note of the following information:

Most often, master classes are included in the performance fee agreed to in the performance contract. However it should be noted that this Master Class rider does supersede the contract regarding the matter of master classes and fee:

1. Presenter must provide transportation for the master class instructor from the hotel where the company has elected to stay, to the studio where the class is held, and back to the hotel following the class. This transportation must be arranged so that the teacher arrives at the studio twenty minutes before the beginning of the class.
2. Master classes are 90 minutes long, when it is at all possible, students should be encouraged to attend the entire class. Latecomers and early leaver are strongly discouraged from attending.
3. Presenter must arrange to have an accompanist to provide music for the class. This accompanist can be a piano player, percussionist, or other instrumentalist, but the individual should have had some experience playing for a dance class in the past.
4. If the Presenter would like a master class taught by a member of the Paul Taylor Dance Company without the Presenter providing an accompanist, there will be an additional fee for the master class of \$200.00.
5. If the Presenter schedules a master class with an accompanist, and the accompanist does not show up (leaving the master class teacher with no notice or notice of less than 2 hours), in order for the class to proceed, the presenter must agree to an additional master class fee of \$400.00.
6. Presenter will assure that the studio in which the class is taught is clean, between 70 and 75 degrees, and spacious enough to accommodate 35 dancers taking a class.
7. Presenter will limit the class size to no more than 35 students. If additional students wish to take the class, presenter will notify company and additional classes will be negotiated.
8. When multiple classes are scheduled presenter will make best effort to group students by skill level and age as the students are registered for the class.

If any of this information is unclear, or is causing difficulty in local arrangement, you must contact the Foundation ASAP to discuss.