

Bach Tots: Performing Arts for Babies, Toddlers and Young Children
Calgary, Canada
Once Upon a Season
Technical/Hospitality Requirements

COMPANY

- Cast of three performers and one stage manager and a director (total 5 persons).

RUNNING TIME

- 25-30 minute show, with 15-20 minutes of interactive creative movement and drama workshop onstage with children. For outdoor venues, 30 minutes of pre-show character roving is recommended. Interactive may be before or after performance depending on project requirements.
- Ideal audience sizes vary from 50 to 200 (adults, children, babes in arms)

ACCESS

- Bach Tots' Project and/or Stage Manager will contact the venue in advance of the engagement to confirm the company's arrival time, technical requirements, and to answer any questions. Please provide technical and hospitality contact information.
- Set-up and tear down of set is relatively simple, and can be completed by the cast and stage manager as long as the space is fully configured. 1-2 extra people to help load-in & out would be welcomed. Set-up includes backdrop, pipe and stands, 2 hedgeboards, chairs, costumes and props, 2 6-8 foot ladders.
- Lighting tech and sound tech are needed for the running of the show. For outdoor shows, lighting is not needed, but a sound operator is. Alternately the company Stage Manager can run sound.
- Stage area, loading doors and dressing rooms need to be cleared to allow the company to set up upon arrival and up to 60 minutes following the performance. Transportation of freight to venue must be provided for non-local projects. For local projects, this is provided.
- Stage should be swept and mopped just prior to the company's arrival. For outdoor stages, performers can perform on grass, or concrete stage if necessary, but not preferred.
- No food or beverages should be permitted on stage.
- **Set-up: 45-60 mins plus ½ hour house. Strike: 45-60 minutes.**
- We require advance notice of any striking and resetting when our set is in place overnight.

ENVIRONMENT

- We support a family friendly environment, tolerant of minor interruptions, late entry, early exit, accessible and inviting to young children ages 0-8. Children are welcome to explore our set and props upon their arrival to the stage under artist supervision. We support having babies and toddlers attend our performances, and can make recommendations as per ticketing policies.

PHYSICAL REQUIREMENTS

- **DIMENSIONS OF STAGE -- 28' x 20' or larger stage is preferred.** May be able to accommodate slightly smaller stages depending on design and layout. These dimensions refer to an unimpeded space, free of hanging lights or heating ducts. A stage that is not raised, or can easily be accessed by audience is preferred, but we can customize the interactive around the stage.

- Show is suitable for outdoor performances
- A dance floor is preferred when possible (Marley). Without a dance floor, some aspects of the show may be adjusted (i.e. Ballet Pointe omitted)
- Show uses a self-supporting, free standing set (pipe and stands, backdrop, two felt boards)
- House masking is customizable. Side or back wings preferred, but not necessary if unavailable.
- Good ceiling and lighting grid clearance needed to accommodate a 9' h x 12' w backdrop for inside venues.
- Two to four sandbags for back drop to be provided by venue, especially for outdoor performances (wind management)
- One or two dressing rooms for three artists. The rooms should have mirrors, chairs, tables and lights. They should be clean, well lit, lockable and ready for the company upon arrival and up to 120 minutes after the performance.
- Toilets and sinks, with paper towels and soap, must be in close proximity.
- 2, 6-8 foot ladders should be provided for the performance.

ELECTRICAL/LIGHTING

- The show is adaptable to outdoor spaces. No lighting required for outdoor venues.
- The company **REQUIRES** the following for indoor venues where lighting is available:
 - A general lighting wash, with warm and cool washes
 - A professional lighting technician to operate the venue's lighting.
 - A small dimmable house plot. A lighting plot of the show will be provided to the Stage Manager before arrival. Lighting focus, levels and cuing will be determined on set-up day.
- Please pre-hang all lights whenever possible.
- All lighting requirements are negotiable as this show is easily adapted to a variety of theatre, halls, gyms, classrooms and outdoor venues.

SOUND

- The company will use the house sound system and requires the service of one professional sound technician to operate the venue's sound. If venue is smaller, sound could also be run by company Stage Manager.
- We will provide a laptop with sound loaded, that can plug into the sound system provided by the venue.
- Depending on size of venue, we may or may not need a hand held microphone.
- In addition to the theatre sound system, a backstage speaker may be needed so the performing artists can adequately hear the music being amplified to the audience, depending on the speaker configuration in the theatre.
- **It is important that all sound be set up and operational before the company arrives.**

HOSPITALITY

- Accommodations; (when applicable, per contract agreement) 5 single hotel rooms of 3-star quality or better, within a 20-mile radius of venue. Suited hotel rooms, with private sleeping rooms can be provided as well. Presenter agrees to advance hotel details to the company directly, no less than 3 months prior to performance date.
- Ground travel as needed.
- Plenty of bottled water or potable water source and coffee/tea should be made available.
- The presenter is to supply a light lunch (i.e. veggie/fruit platter, soup, sandwiches) when

project spans more than 3 hour time-frame. Please confirm any dietary restrictions with the stage manager prior to arrival.

- Per diems for breakfast, lunch and dinner will be provided as per contract agreement where applicable

TRAVEL AND FREIGHT

- For local performances, artists will transport props, set and costumes to and from venue. Parking or loading zone should be available close to venue.
- For non-local performances requiring air travel, costumes, set and props can generally travel on the plane with us, although subject to additional luggage and oversized luggage fees
- Premium economy tickets will be requested for long haul flights (over 8 hours).
- For local engagements outside of Calgary and area, if travel is required outside the hours of 8:30am-5:30pm the day of the show, additional travel days will be booked, and are subject to overnight accommodation.

MEET AND GREET

- The artists enjoy mingling with the audience before the show. At the end of the interactive session with the children after the show, the artists will give the children a signature coloring page or sticker. Photos are always permitted.

IMPORTANT

- Payment, audience counts and any relevant publicity materials (posters, programs, press releases, etc.) must be made available to the stage manager **before** the company's departure as per the contractual agreements. Payment schedule will be outlined in contract. An early travel deposit may be required prior to booking travel.
- **Photography and video are generally allowed throughout the show, unless the client's policy states otherwise. Photos during the interactive portion of the show, and after the show are encouraged.**
- The company currently does not have merchandise to sell.

FOR MORE INFORMATION

- We can be reached by telephone at +1-403-651-4611; by email at jpeters@bachtots.org