

Crew & Scheduling

Our current crew requirements are:

- 6 Crew for load-in and set up
- 1 Wardrobe crew for Load in / Strike (laundry, steaming and minor costume repairs)
- 5 Running Crew: lighting, sound, 2 stage hands, 1 fly person
- 6 Crew for strike (tear down and reload into trucks)

Please Note: Crew size may change depending on the size of the theatre. Running Crew for rehearsals and successive performances **must** be the same people. Should the number of crew able to be provided by the venue change for any reason, kindly advise as soon as possible so that we may work out a solution and adjust.

The basic schedule for a 7:30pm/19:30 performance is as follows:

5hrs on day prior. Unload trucks, load in, assemble set, lay dance floor, lighting focus, wardrobe setup

Performance day:

(please note with a 7:00pm curtain, schedule from company class to end of show shifts half hour earlier)

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| 9:30 AM / 09:30 | Setup Continues (cont. LX focus, levels, sound check, etc... - Deck to be in rehearsal-ready condition by time Dancers on deck) |
| 11:00 AM / 11:00 | Dancers on Deck (Spacing / Company Class[to start at 12:00pm or 1:00pm]) |
| 1:00 PM / 13:00 | Start Venue Crew Meal Break unless staggered |
| 1:30 PM / 13:30 | Local Participant Fittings |
| 2:00 PM / 14:00 | Running Crew required, Strike Barres, Preset for Spacing |
| 2:15 PM / 14:15 | Spacing & Cueing continue on deck Rehearsal with local participants in second onsite space (studio/rehearsal hall / lobby) |
| 5:30 PM / 17:30 | Dinner Break |
| 6:30 PM / 18:30 | Crew Show Call – sweep, mop, preset |
| 7:00 PM / 19:00 | House Opens |
| 7:30 PM / 19:30 | Preshow Speeches, Curtain 20 min. Intermission |
| 9:50 PM / 21:50 | End of Performance (Pending length of Preshow or House Holds) Strike and Load out |
| 12:30 AM / 00:30 | End day |

- As Curtain times may vary, kindly plan for a minimum of 15 hrs in the venue prior to curtain time for the (first) show.
- During periods of cold weather, we would like to drop off our dance floor either the day before or in advance of the load in to allow it to warm-up. We will contact you to arrange this.

Technical Documents Required From Venue

Kindly send the following as soon as possible to: madhu@balletjorgen.ca

- Floor Plan & Section
- LX Plan
- Lighting Inventory
- Channel Hookup & Instrument Schedule
- Tech Specs
- Fly Schedule

Staging and Set

Preferred 40ft opening X 35ft deep or larger, plus crossover and wing space

Minimum 27ft X 25ft (For venues below these minimum dimensions, kindly contact to discuss planning).

Setup Requirements:

- Ladders
- Adjustable wrenches.
- 2 prop tables (6ft - 8ft length), one per side of stage

Ballet Jörgen will be bringing:

- One 24ft H x 24ft W blue velour backdrop with bobbinet cutout (no fullness) that will require 1 free lineset downstage of the venue cyc LX
- Two 24ft H x 12ft W or two 24ft H x 8ft W blue velour legs to be added offstage on either side of the above noted velour drop on the same lineset.
- Will use house cyc if when lit by cyc lights it does not produce a screendoor effect. If it does, will use CBJ Muslin drop on either a free lineset two ft upstage of the CBJ Velour Drop or on the same lineset behind it.
- Four pairs of blue velour legs (8 pieces total) 24ft H x 8ft W. Will be hung on free linesets (4 lines in total) downstage of venue legs, or will be hung on same lineset of venue legs sitting overtop them.
- One Leaf Drop hung downstage – requires 2 consecutive linesets, can also use border lineset as the dead line with free lineset upstage of it as the live line.
- One Snow Drop hung midstage – requires 2 consecutive linesets, can also use border lineset as the dead line with free lineset upstage of it as the live line.
- 48 ft of upstage Scenery standing flats composed of 6ft sections no more than approx. 3ft height (internally referred to as US hedge row) positioned immediately downstage of velour backdrop
- Three pairs of Scenery standing flats positioned immediately downstage of Velour legs (6 total: 6ft to 10ft long)
- Four Rolling Hedge Scenery pieces rolled on and off stage during performance
- Assorted miniature cutouts added to rolling hedge scenery units and elsewhere as needed
- Assorted movable furniture pieces (table, benches x 5, chairs x 3, rocking chair, bed/cot, non-functional wood stove, credenza, window seat unit, ladders on rolling bases)
- Assorted props

The set has been designed so that it will fit into a variety of venue sizes. On smaller stages, some pieces may not be used. In non-fly houses, we will adjust as necessary.

Draperies

The Company will use your:

- House Curtain
- Four to six sets of black legs and borders preset for the best masking of backstage.
- House Cyclorama

Floor

The company travels with its own vinyl dance floor and tape. The dance floor is under-taped at the seams with gaff tape.

Your stage floor needs to be able to withstand the weight of set pieces, and should ideally be sprung or suitable for dance. Your floor must be safe, flat, smooth, and free of screws, nails, staples, or any other protruding objects. The stage cannot have any holes, cracks, chipping or have any binding floorboards. The stage must be cleaned prior to load-in, and there can be no salt or mud on the surface. If the weather outdoors is wet or muddy, the crew must try to keep the stage floor clean and dry during load-in.

Lighting

1. LX Plan, Gels, and Gobos

The company will provide a lighting plan that must be hung and gelled prior to our arrival. Should the theatre have a house or rep lighting plot we will try to work within this plot making as few changes as possible. We will endeavour to use whatever is within your stock of gels and gobos, and should the colours specified not be available from your stock, we may suggest alternates or use from our own stock of gel and gobo. **The prehang with these changes should be made prior to our arrival.**

2. Atmosphere and/or Practical Equipment

- This production neither makes use of haze or atmospheric effects, nor are there any practical lights which require control via the lighting console. Additionally, Follow-Spots will not be used.

3. Console

- Will use venue console when available (please advise what system is available), or will provide ETC Nomad (6144 channels via ethernet) & ETC Gadget II USB to DMX adapter (1024 channels).

4. Side Lighting

- Will use venue side lights and booms when available, or will provide 6 booms and 18 – 36-degree Source Four fixtures (575W) used for side light

Our Resident Lighting Designer will be in contact with you to discuss any details and you can ask your lighting questions directly. You may reach them at: madhu@balletjorgen.ca

Pls note: Due to our Resident LD also being a driver for a commercial vehicle, to maintain compliance with trucking regulations and hours of service, they will not be available to operate the lighting console for the performance(s).

Audio & Stage Management

The company requires:

- One 3.5mm (1/8 inch) line to connect the company's own Qlab Macbook to the theatre's own sound system. The **theatre's playback system** will be used for playback backup. Please advise what system is available, the company will bring sound files on USB for backup use.
- Adequate speakers and amplification for the theatre patrons
- 2 to 4 onstage monitors for dancers
- One microphone backstage for pre-show announcements
- One microphone in house during spacing rehearsal (if possible)
- Clear Com set up in advance of running crew rehearsal with adequate number headsets (SM will call the performance from the wings).
- AC power source to plug in a portable sound system on the apron stage right for class.
- Dressing room paging and performance sound if possible.
- A video monitor backstage with an audience view of the stage. (if available)
- A video monitor backstage with a close view of the conductor (Show with orchestra only)
- One lectern/podium available in wing for Stage Manager (positioning to be determined onsite)

Wardrobe

1. Laundry

The company's show laundry will need to be laundered before and/or after the performance. If laundry facilities are not available onsite, the theatre's wardrobe person or a crew person assigned to do wardrobe will need to take the laundry to the nearest laundry facility.

2. Dressing Rooms

The company requires a minimum of 3 dressing rooms: two for the company and one for the local cast (up to 12). Ideally each dressing room needs a costume rack, and each person must have a chair with counter and mirror space.

Parking

The company requires parking passes and spaces for three mini-vans (as close to the venue as possible), one 26 ft/5tonne straight truck (total 38 ft in length) & one 16ft/3tonne cube truck (total 24 ft length).

Safety, Security, & Privacy

1. Access Control

Security and safety of the all personnel is of the utmost importance. Access to backstage areas must be limited to the performers, crew, and staff. These areas include dressing rooms, green room, wings, stage, all connecting hallways, and support areas. Should it assist you in this matter, we can provide an access list.

2. Quick Changes

Due to the nature of Ballet Jörgen's performances, dancer costume changes may be required in the wings, hallways, or other public backstage areas (Quick Changes). During the performance, we ask that any personnel not required in the Quick-Change areas for the normal and immediate execution of their jobs clear the area to give as much privacy as possible to the performers during these Quick Changes.

3. Clearance

The stage, crossover, wings, and hallways must be clean and free of obstructions before our arrival. Dancers will be backstage in large costumes and bare feet so please make sure they will be safe from snags or debris on the floor.

The entrance to the stage door and loading dock must be free of snow and ice.

4. Temperature

Due to the nature of the performance and for the safety of the dancers **it is very important that the temperature of the stage, backstage and dressing rooms be at least 22°C (72°F)**. This temperature needs to be achieved prior to our arrival.

5. First Aid & Physio

Please provide access to a supply of ice and bags for cold compresses.

Please be advised we will have up to two physiotherapists onsite for our company. We will provide the equipment and first aid supplies required.

6. Privacy (Archival Footage & Waivers)

We will be recording the performance for archival purposes (static shot of stage). Please send any waivers or forms required prior to the performance.

Studios, Rehearsals, Local Participants & Master Classes

If on site studio space is available, please have it booked for us.

The Local Participant Program needs a rehearsal space for 2 hours in addition to the above noted basic schedule. This is typically the day before the first show. Timing will be discussed.

Please Note, if studio is unavailable, we ask for an alternate second space for local participant rehearsal.

For planning all Education program details contact Clea Iveson, Jörgen Dance Academy Director:
education@balletjorgen.ca.

Front of House

The company will need at minimum one 6ft – 8ft table set up before the performance that will remain there throughout the evening for merchandise and display boards. If available, we will use a venue merch seller. Please advise: casey@balletjorgen.ca.

If there is a designated area for autographs, please advise: casey@balletjorgen.ca.

Tickets

The company requires 12 complementary tickets for each performance.

Marketing

For marketing and promotional needs, please contact Casey Spector
email: casey@balletjorgen.ca or telephone: 416-415-5000 ext 2035

Hospitality

For the dancers and crew members (Approx 22 people) the presenter will provide snacks and beverages, such as soft drinks, fruit flavoured water, bottled water, coffee, tea & hot chocolate, fruit (grapes, bananas, apples, oranges, etc.) raw vegetables, cookies, and cheese & crackers.

If two performances are scheduled in the same day, a light meal such as sandwiches, soups, salads, pasta, etc. should be provided between performances for the cast and crew. Please provide access to a microwave.

Pls. Note: Some of our company members are vegetarians. Allergies in the company are: Nuts & Shellfish.

Closer to the performance date (approximately 2 weeks) we will advise if there are any further allergy restrictions from the local participant cast.

If you have any further questions, please feel free to contact:

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