



PRESENTER PACK

CONTACT

Kate McDonald
Executive Producer
M: 0402 071 984
E: Info@everybodynow.com.au

Chris Paget
Technical Manager
M: 0410 906 777
E: cipaget@hotmail.com

www.everybodynow.com.au

**EVERY
BODY
NOW!**

CONTENTS

1. INTRODUCTION
2. VENUE
3. STAGING
4. SEATING
5. DRAPES
6. DRESSING ROOMS
7. AUDIO
8. LIGHTING + SPX
9. STAFF & TOURING PARTY
10. FREIGHT
11. FOOD + BEVERAGE
12. LICENSES AND PERMITS
13. MARKETING + SIGNAGE
14. SAMPLE SCHEDULE
15. TRANSPORT + ACCOM
16. PRODUCTION CHECK LIST

APPENDIX

LX TECH RIDER

Freight packing list

1. INTRODUCTION

Please note that the below technical specifications and venue requirements for *The Inaugural Annual Dance Affair* are a draft and are subject to change after further liaison with the Venue /Production Manager. This show has been presented in a variety of flexible venue environments and as such each presenter will require their own venue plan and spec designed on booking. These specs will provide a guideline of the technical and production requirements.

All venue and technical specifications are to be agreed on and signed off by the Everybody NOW Producer & Production Manager prior to the commencement of bump in.

If you have any technical questions, please don't hesitate to contact Chris Paget.

2. VENUE

The show is ideally staged in a large hall with an existing stage but it can be staged in a variety of spaces. It has been presented in a large conference room, community halls, town halls and in festival tents.

3. STAGING

Main Stage: (Band) Approx. 8m (wide) x 4m (deep) x min 600mm (high) with treads
This is often the existing stage within a venue or hall but can be built in with staging pieces.

Teaching Stage: Approx. 2.4m (wide) x 1.8m (deep) x 400mm (high) with treads

Floor stage: Min 10 x 10m

Risers: 2 x 1.2m x 200m

- Drum Riser and a possible additional staging piece to elevate musicians depending on stage size and sight lines.
- FOH/ Follow Spot ops position.

4. SEATING

The audience are seated around the edges of the floor stage of the performance space, ideally on bench style seats as the front row. Two – three rows of chairs are recommended for sight lines.



5. DRAPES:

The stage will require black drapes to mask side stage entrances including and weights to secure and black or red curtains on the main stage behind the band.

6. DRESSING ROOMS

A large Back of House area is required for the Community Cast to gather. Ideally this is multiple spaces for the different groups involved. If one big open greenroom is provided there should be male and female dressing rooms available and separate spaces for cultural considerations.

In addition to the community cast greenroom there is required;
2 x Greenroom/ Dressing Rooms are required for the Band and Touring Party.

Dressings room contents

Ample Trestle Tables
Ample Chairs
3 x Full Body Mirrors
6 x Clothes Racks
1x Large Urn
1x First Aid Kit (w/ instant ice packs available)
Access to power for charging, hair dryers etc..
Access to drinking water
Room Lighting
Male Toilet (performers only)
Female Toilet (performers only)
Access to internet

7. AUDIO

PA System suitable for venue size.

- PA and fold back requirements to be estimated at a six – ten piece band
- Standard backline
- Additional lines for playback, voiceovers
- Actors mics: 1x hand held radio mics, 2 x head set mics
- Music stands and music stand lights (6 x 10 pax depending on the band)

COMS

Wired comms on 1 x loop to be available at the following locations;

- FOH – Audio
- FOH – Lighting
- Stage Left – Stage Management
- Stage Right – Stage Management

8. LIGHTING & SPX

See appendix – variations will be made to suit the venue

The performance requires;

- Both stage and floor space lighting,
- Follow spot,
- Disco ball

The Presenter is to provide a Lighting and Sound Operators, available for rehearsals, tech and shows. The Company will guide the creative on tech and production.

- Confetti cannons scaled to venue 2 x positioned each side of stage, fired once per night
- Hazer x

9. STAFF

STAGE MANAGEMENT + CREW

The Presenter is to provide the following venue staff required for rehearsal and show times:

1x Stage Manager
1 x ASM
1x LX operator
1x LX / Follow spot operator
1x Audio
1 x Venue Mech to assist with Bump in of set

The Presenter will provide all FOH and ticketing staff.

A community liaison or festival producer provided by the presenter is required to connect the Company Producer with local community groups and stakeholders for the community residency period.

The presenter is to provide supporting staff to supervise tea and coffee and supper – this is often the FOH / ticketing staff.

COMPANY + PERSONNEL

TOURING PARTY:

	Role	Name	Location
1	Producer	Kate McDonald	Gold Coast
2	Director / Emcee	Ian Pidd	Melbourne
3	Choreographer/ Performer	Bec Reid	Melbourne
4	Musical Director	TBC – dependant on presentation Nick Lavers/ Rafael Karlen/ Dan Witton	Brisbane/ Sydney/ Melbourne
5	Actors	TBC – dependant on presentation Kristian Santic + Nadia Sunde Christian Bagin + Tamara Rewse	Brisbane/ Gold Coast Melbourne
6	Production Manager	Chris Paget (touring dependant on presenter)	Brisbane/ Gold Coast

THE BAND

The band fee is not included in the company fee and has traditionally been sourced locally to assist with travel costs and to further enrich local engagement. The selection of the band **must** be done in collaboration and agreeance with the company as the music is key to the show. We are looking for a fun, versatile band with horns and a strong rhythm section.

Option 1: Existing Professional band that have strong repertoire that can be danced to (like a party band) and who can learn some sheet music. We have used bands with profile on festival programs that help to sell tickets as well as unknown bands who are up for trying something new.

Option 2: We put together a band of keen local individuals. We have worked with university music students, community brass bands and local amateur bands. In this case we may tour in a drummer who has worked with us before.

Option 3: We bring a cracking 4 -5 piece band to you! We have bands in QLD and Melbourne who have performed this show and can be quickly rehearsed into new seasons. They are excellent touring professional musicians that will ensure an awesome, quality night of music.

CAST + COMMUNITY

The production has the capacity to accommodate for a large community cast. The community groups will require an **honorarium, fee or travel assistance to be provided by Presenter** in consultation with the Company. We aim to engage an inter-generational cast and can facilitate participants of any age. The heart of participation is social dance and people with strong stories and connections to dancing and the local community.

10. FRIEGHT (Theming, Sets and Props)

The Presenter is to provide freight of key theming and set pieces.

This includes

- 2 x arch way entrance pieces for each side of the stage
- Dance board with custom dance names
- Gold Fabric stage drapes
- Fabric band stands
- Fabric wall hangings

11. FOOD + BEVERAGE

AUDIENCE SUPPER

A 20minute traditional light supper provided to the audience is a key component of the show and should be included in the ticket price. **The supper is to be provided by the Presenter.** We suggest a simple and homemade approach of tea, sandwiches and some sweets. In previous presentations a local community group (or multiple groups) has been engaged to provide the supper or samples from various local businesses.

The supper is served at interval on 2 -4 trestle tables placed in the centre of the floor performance space. Tables should be dressed with hospitality grade white table clothes and food displayed on three tied cake stands provided by the presenter. The presenter should provide staff to carry in the tables and remove them at the end of interval (15mins).

We will dress the tables and help arrange the cake stands and platters.

Stage management will sweep the floor at the end of interval before the second half commences.

BAR

A bar should be available for audiences to purchase drinks, preshow and at interval.

COMMUNITY CAST CATERING

Access to ample good drinking water and basic healthy snacks for rehearsals and shows to be provided by the Presenter i.e. sandwich platters, fruit and lollies (or something sweet for energy) plus tea and coffee and juice.

BAND AND TOURING PARTY CATERING

Bottled water for use on stage and access to ample good drinking water, basic healthy food platters (such as wraps, sushi, dips and grazing snacks – fruit, nuts etc. – including vegetarian options). Beer and wine per performance.

12. LICENSES AND PERMITS

All licenses and permits are the responsibility of the presenter, including APRA, venue, sound, F+B etc. The Company will provide the music licensing content lists to the Presenter in the required time following the creative development period.

13. MARKETING + SIGNAGE

Production of all marketing and promotional collateral remains with the Presenter, however we provide a poster, post card and program template.

The Company/ Show Logo and supplied marketing text and artist credits **must** be used in all collateral as provided by the Company. The Company will provide marketing text, company bios, images, video footage, acknowledgements, credits and any logos. Printed material must be approved by the Company prior to use with 48 hour's notice. It is recommended that a local photo shoot is held for publicity images locally on the second residency.

Acknowledgements and Credits

Images: Provided in file name of each image

Commissioning Credits: The Inaugural Annual Dance Affair was originally commissioned by Bleach* Festival 2015

Artist/ Company credits: Everybody NOW! <http://www.everybodynow.com.au/>

14. SAMPLE SCHEDULE

The community residency period is spent with the core creative team attending as many local social dance events as possible. At these events/ regular classes, individuals, couples and whole groups are identified to participate.

We also meet with individuals to collect stories, history and voice overs that which form the script. Some community groups may have a dance ready to contribute and some will have Bec Reid work with them to choreograph something bespoke.

It is recommended that there is a community orientation, recci and preparation at least 6 months in advance.

We can also conduct workshops in schools, aged care facilities and with various community groups.

TIME REQUIRED	PAX	ACTIVITY / RESOURCES
Visit 1 1 x week Duration 6 – 12 months from presentation	 2 pax	 Arrival of Creative Team, Site/ venue visit, meetings with local presenter and local collaborators
		In depth scoping of community groups and participants
		History research
		Local Collaborators / key artists (band options) meetings and planning
		Attending local classes and social dance events (as many as possible)
Visit 2 1 x week Duration	 2 pax	 Scripting with local content
		Tech meeting
		Recordings of voice overs with local cast
		Musical Director collecting tracks from groups and writing arrangements for the band.
		Attending local classes and social dance events
		Marketing and PR

Visit 3		1 x week Pre-production
Sunday		Community Briefing– usually a 2 hr group briefly with all the groups together
PRE-PRODUCTION WEEK		Rehearsals with groups in their own locations, band + actor rehearsals, production prep, media.
Monday – Friday		Editing of recordings and voice overs
		Final revised script with local content
		Band rehearsals
Saturday	10:00 – 16:00	Community Cast and Actors Rehearsals - All day In Venue (with Tech Support)
Sunday	10:00 – 16:00	Community Cast and Actors Rehearsals - All day In Venue (with Tech Support)
		SHOW WEEK
Monday		Rest day
Tuesday		Venue Dressing
	12:00 – 16:00	LX Bump In
	16:00 – 22:00	LX Program & Plot (with key creatives)
Wednesday	11:00 – 14:00	Audio Bump in
	14:00 – 17:00	Band + Actors Sound Check
	17:00 – 18:00	Break
	18:00	Cast Call
	19:00- 21:30	Dress Rehearsal - Full Run
Thursday		Example Show Day - Show Day 1
	17:00	Core Creative Call
	18:00	Band and Actors Call (Opening Night - 1 hrs prior other nights)
	18:30	Tech Crew Call
	19:00	Cast Call
	19:30	Show 120mins
	21:30	Nightly Venue and tech pack down
	22:30	Close
Friday		Show Day 2
Saturday		Show Day 3
Sunday		Show Day 4 - Bump out after show
Monday		Artist Depart

15. TRANSPORT + ACCOM

TRAVEL + LOGISTICS

The presenter is required to provide the following for the touring party below

- Accommodation. Configurations are single room or shared apartments / house share
- Flights return from indicative destinations below.
- Ground Transport: Car for the duration of all time on the ground.

TOURING PARTY

NOTE: Touring Party line up is subject to change. Travel destinations are indicative and routes will be determined based on artists and tour schedule.

	Role	Name	Location	Time
1	Producer	Kate McDonald	Gold Coast	3 x return
2	Director / Emcee	Ian Pidd	Melbourne	2 x return
3	Choreographer/ Performer	Bec Reid	Melbourne	2 x return
4	Musical Director	TBC – dependant on presentation Nick Lavers/ Rafael Karlen/ Dan Witton	Brisbane/ Sydney/ Melbourne	1 x return
5	Actors	TBC – dependant on presentation Kristian Santic + Nadia Sunde Christian Bagin + Tamara Rewse	Brisbane/ Gold Coast Melbourne	1 x return
6	Production Manager	Chris Paget (touring dependant on presenter)	Brisbane/ Gold Coast	1 x return

16. PRODUCTION CHECK LIST

AREA	ITEM	SUPPLIER	ORDERED
Venue	Venue booking for show and rehearsals		
	Chairs (ideally benches for edges of halls)		
	Tables (for Supper)		
	Bar +kitchen		
	Greenroom		
Sound	PA		
	Backline		
	1 x Radio Mic		
	2 x head set mics		
	Playback		
	Operator		
Lighting	Show + Stage lighting equip		
	Follow Spot		
	Disco Ball		
	Operator		
	Confetti		
	Hazers		
Staging + Drapes	Thrust/ teaching stage & stairs		
	Drum Riser		
	Black side stage Drapes		
Freight	As per spec		
Staffing	As per spec		
Local Cast engagement & Fees	Community groups		
	Band		
Super + Cast/ Crew catering	As agreed with company		
Licences + Permits	As per spec		



APPENDIX

INAUGURAL ANNUAL DANCE AFFAIR LX TECH RIDER

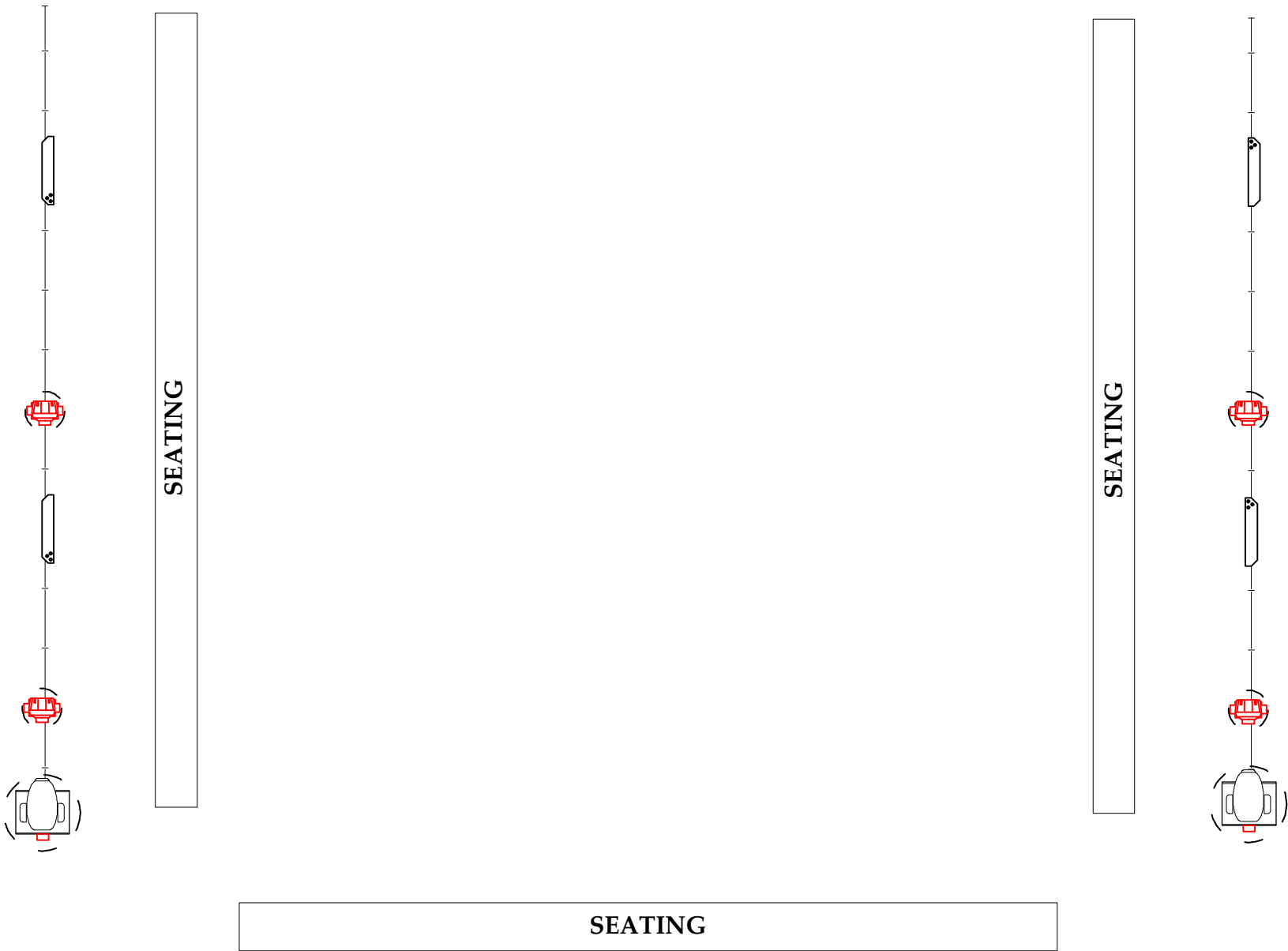
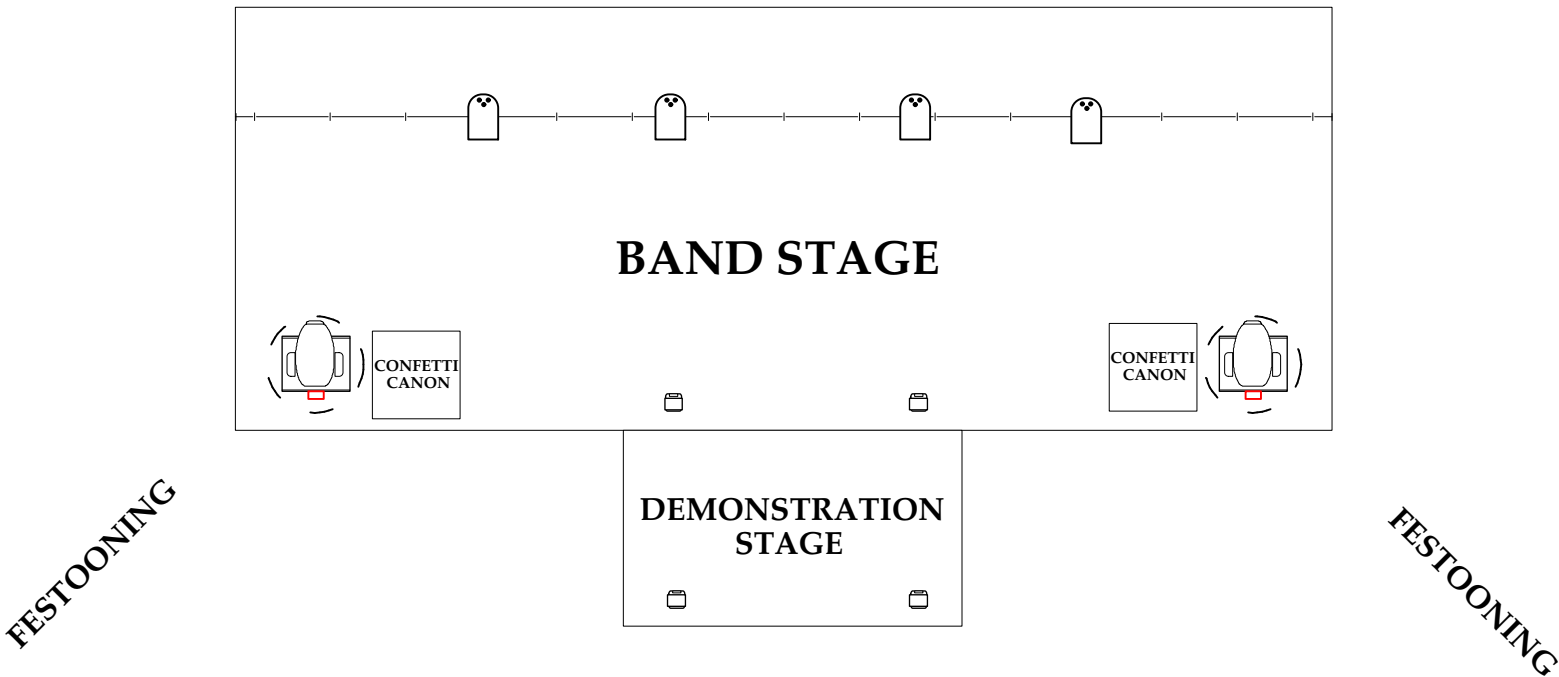
Because the Inaugural Annual Dance affair is both a party and a dance performance, the lighting required for it should feel like both. It should be a festive, joyous celebration.

At the very minimum, the lighting should incorporate the ability to:

- light the space within the performance area with a variety of colours and looks (typically, this has required 6 x Mac Auras or equivalent, 4 x Mac 500s or equivalent, and 4 x HEX36 LED Floods or equivalent – can be used to light the ceiling with colour for an immersive feel)
- light the band stage with a variety of colours and looks (typically, this has required 8 x LED pars – as top light and front light - , 3 x Ehrgeiz LED Fusion Bar FS60 RGB/1 or equivalent – as light up the black tabs behind the band)
- light the demonstration stage (2 x conventional profiles)
- a large mirror ball, a motor, and lights to light it (typically, 2 x Mac 500s, either side of the band stage)
- a hazer capable of filling the room
- 2 confetti canons, one either side of the stage, fired once per night
- a followspot, preferably operated from a balcony at the opposite end of the room from the band stage

The production also tours with 4 x 150w Q1 floods on Metal stands as footlights for the band stage and the demonstration stage, as well as 2 strands of LED festoon lighting on the archways either side of the stage. 4 circuits at stage level will be required to power these. Please see the attached plans for indicative, generic lighting designs. There are 2 versions – one for a room in which overhead lighting off a truss or a lighting bar is possible, and one where it is not. Where overhead lighting is not possible, 6-8 x push-up lighting trees will be required to be supplied by the Presenter. In the event that absolutely no overhead rigging is available, a mirror ball will not be required.

In addition, the Presenter is to provide a Lighting and Sound Operator, available for rehearsals, tech and shows.



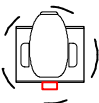
HEX 36 LED FLOOD



LED Par



MAC AURA



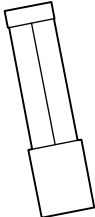
MAC 500



150w QI

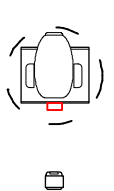
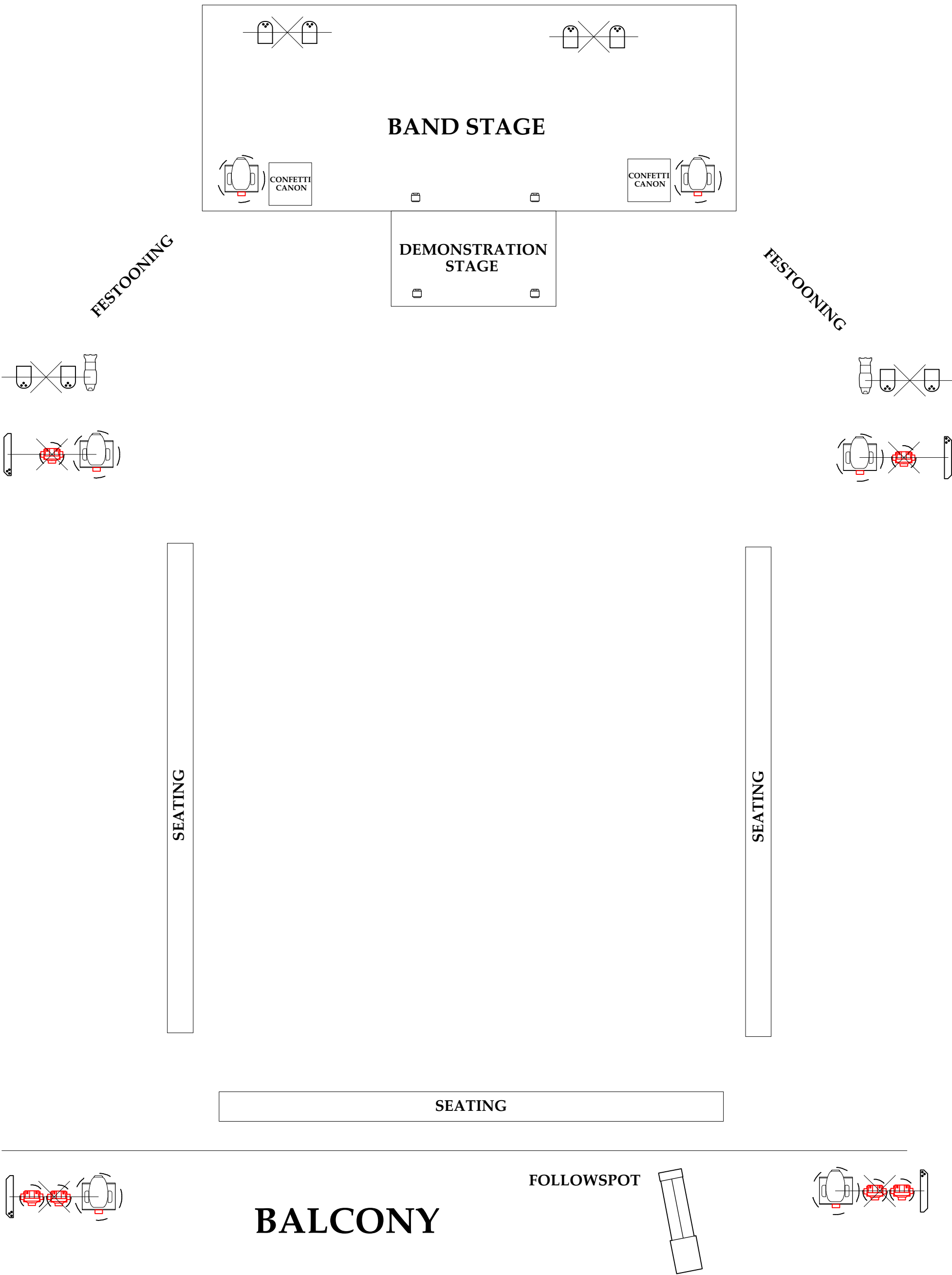


PROFILE



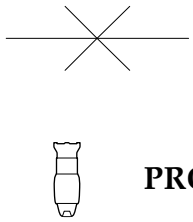
FOLLOWSPOT

BALCONY



MAC 500

150w QI



LIGHTING TREE

PROFILE












HEX 36 LED FLOOD

LED Par

MAC AURA

EVERYBODY NOW
INAUGURAL ANNUAL DANCE AFFAIR SET / PROPS INVENTORY

ITEM	DESCRIPTION	DIMENSIONS	WEIGHT	PHOTO	
1	Sign Board + A Frame	Black timber	900 x 1220 x 60	15kg	
2	Sign board name strips	Pack of 20 sign strips Single sign: 900 x 85 x 5 ply	900 x 100 x 700	10kg	
3	Tub 1 White	Fabric, banners etc	540 x 400 x 340	10kg	
4	Tub 2 White	Props bits and pieces	600 x 440 x 340	10kg	
5	Tub 3 White	Wall tiles and: Grip clips x 4 small + 7 medium, 3 large 2 paint rollers 2 paint trays	700 x 500 x 400	20kg	
6	Tub 4 Black	Costumes: 5 music stand banners 6 white sailor hats Aprons red costume dress Paper streamers Pack of cards 3 wooden IA Circle signs 1 Navy blue police cap	660 x 440 x 300	15kg	
	Tub 5 White (suitcase)	Gold Backdrop- Hawthorn	700 x 500 x 400	15kg	
	Archways in sections:				
7	Base section x 2	Ply Pieces wrapped into triangle shape	1100 x 1000 x 1200 x 200	20kg	
8	Arch way structure x 2	Ply sections	2900 x 970 x 220	15kg x 2	
9	A Frame painters Easle				
		TOTAL WEIGHT	155ka		