

Public Performance Tech Info Sheet for DuffleBag Theatre



~ IMPORTANT INFORMATION ~

Please read carefully to ensure all requirements are met.

ARRIVAL AND SET-UP	
	<ul style="list-style-type: none"> ▪ DuffleBag Theatre will arrive approximately 90-minutes prior to the scheduled performance time assuming the house opens at 30-minutes prior to show time. (Otherwise, DuffleBag Theatre will arrive 60-minutes prior to scheduled performance time.) ▪ All other activities in the performing area must be curtailed during this time. Please make sure that the performing area is ready when they arrive. ▪ Routine Set-Up time is 15 minutes, plus time for LX and sound check. ▪ There are 4 cast members for a DuffleBag Theatre performance.
PERFORMANCE SPACE	
	<ul style="list-style-type: none"> • DuffleBag Theatre requires a large open performance area providing access to the audience. If the performance is on an elevated stage, there should be stairs to provide direct access to the audience. • If DuffleBag Theatre is providing their own sound system, they require access to a standard electrical outlet. • They require a private area to change into their costumes before the performance. (ie. Dressing Room, Green Room, designated area backstage) • Where seating flexibility exists, please provide an aisle for access to the audience. • Photos may be taken at any time during the performance. Limited-duration video recording of the performance is permitted. Video recording of the entire performance is NOT permitted without permission. <p>NOTE: As a courtesy, DuffleBag Theatre will defer to the existing rules of the venue regarding cameras & recording devices.</p> <ul style="list-style-type: none"> • DuffleBag Theatre's performances are approx. 60 minutes. (No intermission.) Latecomers may be seated during the performance. • Where appropriate, following the performance, DuffleBag Theatre requires 2 tables (1 for merchandise, 1 for autograph signing –with 4 chairs).

SOUND REQUIREMENTS	
	<ul style="list-style-type: none"> • DuffleBag Theatre usually travels with a small sound system, including a wireless handheld microphone, suitable for most venues. A standard electrical outlet (120v) is required. • CD playback for pre/post show music and 1 opening cue. • FOR LARGER VENUES, if audience capacity/size of hall warrants, -3 wireless LAV microphones (in addition to the wireless handheld) required
LIGHTING REQUIREMENTS	
	<ul style="list-style-type: none"> ▪ DuffleBag Theatre requires a general “warm” wash of the stage for the performance (or existing lights in a special venue.) ▪ If possible, a “trunk special” on the trunk, upstage centre, for pre & post show. ▪ House lights up so the audience can be seen from the stage during the performance.
ON STAGE SET UP	
	<ul style="list-style-type: none"> ▪ DuffleBag Theatre brings an adjustable free-standing fabric backdrop (6-12’ high x 12’ wide), placed upstage centre—a minimum of 15’ from the audience. The trunk is placed just in front of the backdrop, upstage centre. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">▪ <i>cutain/back wall/mid-stage traveller</i></p> <p style="text-align: center;">DuffleBag props and costumes area</p> <p style="text-align: center;"><i>backdrop curtain</i></p> <p style="text-align: center;">Audience</p> </div>
STRIKE & LOAD OUT	
	<ul style="list-style-type: none"> ▪ DuffleBag Theatre requires 15 minutes to load out following the performance.
QUESTIONS	
	<p>If you have any questions regarding the technical requirements or program, please contact us at: Tel: (647) 966-0365 ◦ dufflebagtheatre@gmail.com</p>

Presenter

Date