

**Push Dance Company**  
**TECHNICAL & PERFORMANCE REQUIREMENTS**

**Contacts:**                   **RAISSA SIMPSON, ARTISTIC DIRECTOR**  
(regarding all artistic matters)

**KAI CURTIS, COMPANY COORDINATOR**  
(regarding contracts, publicity, company management issues,  
transportation, lodging, etc.)

**Office:**                   **415-800-7943**  
**info@pushdance.org**

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The touring staff of the **PUSH DANCE COMPANY** consists of the following:

- Production stage manager/lighting designer
- Sound designer/engineer
- Performers (five to seven dancers)
- Company manager

The Company carries its own costumes.

The Presenter shall provide the following (specifications on the following pages):

- Marley floor surface, hardwood stage floor, not over concrete
- A full set of soft goods
- Sound system
- Lighting equipment
- Crew
- Dressing rooms and wardrobe support
- Additional items outlined below

The Presenter must also provide the Company information covering the hall, the stage, and the stage equipment, information regarding appropriate persons to be contacted on arrival and loading

/ unloading data as requested in the enclosed TECHNICAL FACILITIES QUESTIONNAIRE, which should be returned at earliest convenience (and no later than 45 days before the date of the performance).

Please send complete TECHNICAL FACILITIES QUESTIONNAIRE to:

COMPANY MANAGER  
PUSH DANCE COMPANY  
PO BOX 191974  
SAN FRANCISCO, CA 94119-1974

**THEATER AVAILABILITY:**

- A minimum of twelve (12) hours with crew as specified prior to first performance, provided light plot is hung in advance (see page 5).
- Successive performance will require additional rehearsal hours. Theater shall be reserved exclusively for Company use for a minimum of four (4) hours immediately prior to each performance, or as agreed upon by Company and Presenter.
- Stage shall not be used by any other attraction, event, etc. once the Company has begun to set up until after the final performance.

**FLOOR:**

- Performing area shall have MINIMUM dimensions of 30'W x 24'D (approximately 9M x 7.25M).
- Contemporary dancing requires a marley/hardwood floor which is smooth, clean, free of pits, gaps, splinters, tape, or protusions of any kind.
- Floor must not be laid on concrete.
- Marley or similar composition floors are NOT acceptable.
- Floor shall NOT BE WAXED and preferably not varnished heavily.
- If existing floor conditions are unsuitable, seams must be taped with gaffers tape only (as other tapes can be easily torn and lifted by bare feet, socks, or shoes).
- Stage shall be swept and damp mopped immediately prior to all rehearsals and performances. Bucket and mop to remain available at all times.
- Backstage crossovers including wings and pathways from dressing rooms to stage must be

shall be carpeted or covered with suitable runners to prevent dancers against slipping and the accumulation of dust.

- Wing space and crossover must be cleared of all obstacles for rehearsal and performances, but should include an area for dancers to warm-up without making noise on each side of the stage.
- Spike marks indicating center-center, center upstage, center downstage and quarter marks must be laid out with proper glow tape; and, secured with transparent tape.

#### **SOFT GOODS/DRAPERIES AND MASKING:**

- At least four wings, with legs and borders that are black or dark in color, to mask appropriately.
- Black Scrim (DS of cyc lighting, US of backlight).
- Cyclorama, white or light blue, with at least 4' of carpeted crossover behind.

#### **SOUND:**

- In case of Live Musician, questions concerning sound can be directed to:  
[Name], [Designation], at  
[Phone], [Email]
- **Main speakers** must be a high quality system capable of providing full-bandwidth distortion-free music reproduction to all seats in the house. Subwoofers are generally not necessary, but left and right stacks and front-fill, in addition to a center cluster, are recommended.
- Presenter must provide XLR mic cables sufficient to clear entrance and exit areas on stage for the dancers. For example, cables cannot run directly on stage or exits.

#### **COMMUNICATIONS:**

- Program monitor to dressing rooms
- Headphones (2-way communication) necessary for Stage Manager

#### **LIGHTING:**

- Light plot shall be sent in advance of the arrival of the Company Production Stage Manager (PSM).
- Lights must be hung, circuited and patched (colored, if possible) prior to arrival of Company PSM who will supervise all focusing of equipment.
- Equipment needed will vary somewhat depending on programming and facility, but will probably include the following:
  - Lighting control board, minimum 48 channels, 2 scene present capability; and dimming for approximately 120-1,000 watt instruments. Memory control preferred.
  - Adequate instrumentation to provide two to four colors of top-light/backlight, two or three front washes, sidelight including booms and high sides/pope ends, a template wash, and specials as required by programming choices. Adequate instrumentation to evenly light a flat cyclorama with three color washes from top to bottom. All instruments to be hung above. Cyc color filters must be provided by the Presenter.
  - Accompanying color filter frames for all instruments, and color filters as specified in the light plot. Company will provide all needed templates, and may provide additional color as needed.
  - Eight 12' light stands with bases, and adequate cable and two-fer's to handle light plot.
  - At least one workable ladder to focus instruments at trim. (Overstage trim is usually 20'-24' depending on the size of the stage),
  - Two follow spots with gel holders.

**CREW (schedule to be arranged with Company PSM):**

- FOR LOAD IN/FOCUS (usually 4-5 hours, provided light plot has been hung prior to this call)
  - a. Master Electrician (to troubleshoot, aid designer)
  - b. Four Assistant Electricians (to color, focus, move ladder or personal lift)
  - c. Deck Hand/Props (may need two to move piano depending on house rules)
  - d. Flyman/Carpenter
  - e. Sound Engineer
  - f. Two Loaders (loading in of equipment)
  - g. Wardrobe Assistant for minimum 4 hours costume prep (wash, press, organize, repairs as needed)
- FOR PERFORMANCE/REHEARSAL (usually 9 hours with rehearsal and performance)
 

Persons assigned to work rehearsal(s) shall be the same assigned to work performance(s)!

  - a. Master Electrician/Board Operator

- b. Sound Engineer
- c. Two or more Deck Hands, including a Flyman, Floor Electrician, Props (some may be optional depending on programming- please discuss with Company PSM to finalize needs- some must be available to sweep and mop before each performance and during intermission if necessary)
- d. Two Follow Spot Operators
- e. Wardrobe Assistant/Dresser (also wash/prep costumes between performances as needed)

#### **DRESSING ROOMS:**

- Company requires a minimum of two well-heated dressing rooms large enough to accommodate five persons each, but prefer to have at least one “star” dressing room in addition
- Adequate dressing room security to insure safety of wardrobe
- Ample tables, mirrors, chairs for five men and four women
- Hot and cold running water, toilets, and showers
- Two feet of Costume rack in each dressing room for each performer using that room

#### **WARDROBE EQUIPMENT:**

- Ironing board, steam iron, pressing cloth (and steamer whenever possible)
- Costume racks for dressing rooms and onstage
- Access to washer and dryer if more than one performance is planned

#### **REHEARSAL SPACE (if stage is unavailable):**

- Company will require a rehearsal space for a minimum of 4 hours per day during residency
- Minimum dimensions 30'x 30' (9Mx9M)
- Floor must be unwaxed and suitable for dance
- Nearby bathroom facilities are needed
- Minimum temperature requirement of 70°F and maximum of 80°F (20-26°C)
- Mirrors and bars are requested

#### **MISCELLANEOUS:**

- Props may be requested depending on programming

- A minimum temperature requirement of 70°F and maximum of 80°F (20-26°C) shall be maintained in performance area, rehearsal space, and dressing rooms during Company use
  - Fully masked quick-change areas are required stage left and right equipped with mirror, light, chair, and costume rack
  - Adequate fresh drinking water and cups must be available in wings during rehearsal and performance; additional hospitality requests include coffee/tea, juice/sodas, and light snacks such as crackers/fruit
  - Fully equipped restrooms for men and women (separate from audience restrooms) shall be available to the Company at all times
  - House staff shall clear with Company PSM before opening house
  - Adequate backstage security to insure safety, privacy and property of Company
  - All visitors shall be excluded from theater during set-up and rehearsal periods unless written permission is obtained from Company in advance
  - Parking spaces for vehicles shall be provided and reserved for Company as near to performing area as possible
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