

DANCE CHICAGO 2011 TECHNICAL INFORMATION LETTER – Mandel Hall
October 3, 2011

Dear Dance Chicago Slam Participant:

Welcome and Congratulations on your acceptance into Dance Chicago 2011. Please note the e-mail addresses below. Your primary contact will be Lauren, who will handle all the scheduling, and can answer most questions you have, and pass on any of your tech needs to the necessary person. Given the hectic schedule of the festival, e-mail is the best way to contact our staff. Lauren will also be the stage manager for the entire festival this year and will handle all your needs day of. Please still contact John Schmitz for your show dates and other artistic questions.

John Schmitz; Producer and Artistic Director
E-mail: john@dancechicago.com

Josh Weckesser; Production Manager
E-mail: weckesser.josh@gmail.com

Lauren Girard; Production Stage Manager and Technical Coordinator
E-mail: dance.chicago.scheduling@gmail.com

Michael Tanko; Sound Designer and Engineer
E-mail: pjposterGuy@gmail.com

YOUR TECHNICAL INFORMATION

You will be e-mailed an information sheet to help us figure out just what everyone is doing. Please have someone who knows the technical requirements of the piece you are performing get the information to **Lauren** (dance.chicago.scheduling@gmail.com) as soon as possible. If you do not have set cues, no worries, we'll have a lighting designer at your tech to help you set some. *Please fill out one form for **each** piece in the slam.*

As always, we encourage you to work with your usual Stage Manager and Lighting Designer. If you have an LD, the magic sheet is available by email from Lauren upon request. Credited lighting designers will be required to communicate with our staff by 72 hours in advance of your tech. If you do not have an LD one will be provided for you. For a more in-depth conversation regarding your lighting, please e-mail **Lauren** (dance.chicago.scheduling@gmail.com) your questions or concerns and she will ensure that they get answered.

We will be using an ETC Express 48/96 this year. If we are recreating a previous design, we need call and tracking sheets. The tracking sheets will need to be compatible with the Dance Chicago plot and be e-mailed to Lauren at least 72 hours in advance. As was stated earlier, you can request a magic sheet from Lauren to make sure you fit these requirements. You must have permission of the original designer and credit them in your program copy. Example of program credit: "In Transit. Lighting by Josh Weckesser, original design by Matt Gawryk"

A note on communication: PLEASE allow a minimum of 24 hours for response time. Last minute communications and requests, even by phone, may be impossible to fulfill.

TECH TIMES

As there are a lot companies performing, **tech times will be limited to 15 minutes on Saturday.** This time includes any sound or scenery set up time, focusing specials and your spacing and lighting rehearsal. Please sign up for techs early we have exactly enough slots for all the groups so please be conscious of how you use your time and how it will affect the rest of the show. Also please note that only the director will be allowed in the theatre during tech.

Please show up 15 minutes early for your tech, warm up ahead of time. Warm up time is not part of your tech slot, bring all costumes, props, sound, makeup, whatever you will use in performance, to the tech. Anything brought in, without proper tech, will not be allowed on stage.

CDs are the only sound media allowed for these shows. Clearly label all CDs with your company name and piece title, and please provide a backup copy. CDs are to be burned before your tech time. You will not be allowed more tech time just because your CD took too long to burn. Please, keep one piece to a CD. If you have multiple pieces, then you will have multiple CDs. Also, please bring a copy of your music to your performance date. After the show, all CD's will be brought down from the booth and placed backstage right in a basket.

SHOWS

There is no dress rehearsal for this show but call time for all performers is an hour before show. There will be sign-up sheets located outside the green rooms for everyone to sign in. Please only sign-in when the entire group has shown up. If you do not sign in, we won't know you're there and may be forced to skip you in the performance.

ETIQUETTE

As there are so many performers, we have a list of things that are not allowed. Please respect these rules, as they exist for your safety and comfort, as well as ours. Those of you who have been through this before, thanks for your patience while we go through the basics again.

Dressing Room

There are no specific dressing rooms for this particular performance, instead there will be a couple of green rooms as well as a holding area for performers to use. It is suggested that you bring sheets or some other way to shield yourselves when changing backstage. Please be warned that only 3 people per group other than the performers will be allowed backstage, these people will receive wristbands during tech and will be in charge of monitoring their own group.

Backstage

Please no guests backstage at any time except those who have wristbands. No passage through the backstage to the house after the house is open. The doors will be locked and guarded by student volunteers. Props and scenery must be removed after each performance and should be cleared through Lauren before brought into the space. Please do not touch preset props or costumes. Also please do not wear shoes or makeup that will mark or gum up the floor. There is absolutely no resin, body glitter, confetti, or water allowed on the marley. There are to be absolutely no cameras backstage. For your convenience and protection, our stage manager Lauren Girard will have a lock box for all valuables they will need to be given to her before half hour and can only be returned after the show is over. If you are giving her a cell phone or any other noise making device please turn it off before giving it to her. Lastly, and most importantly, please be quiet backstage.

GENERAL STUFF

Entrance to the theatre for performers is only through the #2 door as to keep the entrances separate for performers and audience members. Please beware that the wing space for the space is not very wide which could provide to be difficult for doing lifts into and out of. Drawings of the space are available upon request, please just e-mail Lauren. This space also does not have a true cyc, its back wall is painted white for lighting purposes but does not allow for crossover space. There is a back hallway however or if you're not planning on using cyc lights a full black can be shut. Floor mics are used for most shows. Be aware of them and do not step on them or your company will need to pay for the damage. Stages are inherently dark and dangerous places. We do everything we can to make it as safe as possible backstage. Be aware of what is going on around you and BE CAREFUL. If you are going to use things like unicycles, stilts, water, offensive music, video equipment, or other hazards, bring someone to help set up and clean up. There are far too many of you to clean up after. Lastly, although we will not be providing bottled water it is allowed in the theatre, it is however, the only food or beverage allowed backstage.

GREEN ROOM

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We have secured Hutch Commons just to your right as you enter the Building from 6:00 pm on to hold the artists until they can make it backstage. THIS IS NOT A REHEARSAL AREA! In addition, you cannot rehearse in any common area, only inside the theatre

Participation in the festival means you have read and agreed to the contents of this letter.

Thank you so much for being a part of Dance Chicago 2009. We're excited to be getting started on this project and can't wait to make some art with you.

Respectfully Yours,

Your Dance Chicago Production Team