

A CHRISTMAS CAROL 2025

Tech/Hospitality Rider & Stage Plot

CONTACT	POSITION	EMAIL	PHONE
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David Casey	Company Manager/Director	david@entertainmentcentralproductions.com	Cell: 407-776-0047

GENERAL INFORMATION:

NOTE: *All deviations from this rider must be approved!*

- The RIDER has been updated as of October 27th, 2025
- Production Manager and/or Company Manager will contact the venue no later than one week prior to each engagement to advance the show. If no contact is received, please contact the Company Manager directly.
- During showtime, audience cell phone photography & recording is strictly prohibited.
- Professional photo & video by the venue is acceptable with prior approval by the Company Manager.
- No specified late guest re-entry policy.
- Company size: 15 Actors & 5 Crew

DAY OF SCHEDULE:

- Tech crew will arrive approximately 6 hours prior to showtime for load in.
- Artists will arrive approximately 5 hours prior to showtime.
- Sound check will begin approximately 3 hours prior to showtime.
- Artists & Crew meals should be served approximately 2 hours prior to showtime.
- Doors should be no earlier than 1 hour prior to showtime.
- ACT 1 (1 hour), 15 minute intermission, ACT 2 (1 hour).
- The load out will take approximately 1.5 hours after the final performance if the minimum stage hands are provided.
- The estimates of "IN" & "OUT" may vary with the local house conditions.

PARKING:

- Presenter to provide adequate parking adjacent to the stage door for (4) vehicles. (1) 26ft box truck & (3) large passenger VANS.
- No vehicle electric or sewage hook up is needed.
- Presenter agrees to obtain all permits and authorization where necessary to allow artists vehicles direct access to loading doors for the duration of the production.

- Crews will need access to the vehicles, parking close to the load-in site is essential.

LOCAL CREW REQUIREMENTS:

- If house uses General Hands, the minimum number of crew to load in/out is 4 (6 max).
- If the show is performing in a UNION house, please see the chart below for specified labor.

Specified Labor	LOAD IN	SHOW CALL	LOAD OUT
Carpenters	1	0	1
Fly/Riggers	1	0	1
Electrical/Lighting	1	0	0
Sound	1	0	0
Wardrobe	2	0	0
Loaders	4	0	4
TOTAL	10	0	6

- A master electrician or house LD is required to assist with patching and focus.
- A house audio engineer is required to assist our audio engineer during setup and soundcheck.
- NO follow spot operators will be needed.
- A wardrobe assistant 4 hours prior to the show. If a wardrobe assistant is unavailable, a steamer provided by the house is sufficient.

STAGE REQUIREMENTS:

Please see stage plot below for more information on size requirements.

- The stage should be swept, cleaned, and cleared of all equipment, debris, etc. prior to the crews arrival. The stage should not consist of any cracks or holes.
- Stage floor should be clean, un-splintered, black matte or dark wood stained floor (NO concrete or carpet). If this is not the case the Company Manager MUST be made aware in advance.
- TWO garment racks and TWO 6ft tables total for props separated and placed on SL and SR out of sight lines are requested.
- An unobstructed, lit, private backstage/upstage crossover is required for the show.
- ONE (1) 10ft ladder should be provided and placed near the stage prior to arrival.
- (3) empty non loaded battens rigged on the house fly-rail system will be utilized (upstage, mid stage, and downstage). If the house does not have a fly system

(manual or automated) access to the rail systems above will be necessary via ladder or genie lift for fixture hanging.

- Much of the scenery is free standing. We will need access to house stage weights and/or sandbags for weighting scenery. If unavailable, please provide a minimum of (10) 20-40 lbs of sandbags or weights.
- No main curtain will be used.
- Black back drop REQUIRED.
- Minimum loading door size: 8'x 8' OR 6'x 10'
- Minimum STAGE DEPTH: (from back stage wall to downstage edge) 40'
- Minimum STAGE WIDTH: (from wall to wall clear space) 68'

LIGHTING:

- Traveling Production will be providing Lighting Designer & console.
- The artist production team will be providing its own lighting console.
- Lighting mix position MUST be operated from FOH. Lighting being set up near audio is preferable. Being in a loft is NOT ideal. A 3' deep by 6' wide space is required for the lighting console.
- LD will utilize all in house lighting.
- Presenter MUST provide a full lighting plot and patch sheet prior to arrival.
- Production will use a standard house lighting plot. Specifics will be discussed with the LD and Production Manager.
- The production will be traveling with a 12'x 24' video production with ground based support. Having a fully staffed local crew is crucial to a fast and efficient setup. PLEASE see Local Crew Requirements.
- A 5-pin OR 3-Pin Guest DMX line free of any used channels placed on side stage (either side) running to the FOH lighting console ahead of arrival is much appreciated. The production team will run a cable if one is not available.
- A DMX line MUST be run to FOH lighting. No exceptions.
- Production team will require in house "rigging" or use of battens.
- The production team will be traveling with a projection and lighting ground package.
- A knowledgeable house lighting engineer must be available to assist with patching and hookups upon artist arrival.

POWER:

Production will NOT be traveling with a power distro.

- (2) 20 Amp circuits placed at upstage center.
- (2) 20 Amp circuits placed at stage left.
- (2) 20 Amp circuits placed at stage right.
- (1) 15 Amp circuit placed at FOH lighting & audio position. (Must be separate).

SPECIAL EFFECTS:

- Artists will provide Hazer & Hazer fluid.
- Hazer is necessary to maximize show quality. Presenter will take all necessary actions to allow hazer to be used in venues where legally allowed.

- Venue must provide (5) gallons of DISTILLED WATER.

AUDIO:

- Traveling Production will be providing the Audio Engineer & Console (X32).
- A “State of The Art” speaker system must be provided by the presenter capable of providing adequate coverage to all audience areas at full flat frequency range and without distortion, including the use of front fills, balcony fills, subwoofers, and delay clusters.
- The presenter will need to provide 2 wedges for actors. (1) placed on DSL & (1) placed on DSR.
- Production requires (2) audio inputs to the house left & right. A third input would be preferred to drive subwoofers from FOH. Fourth would be front fills.
- FOH Mix position requires a 3’ deep by 6’ wide space.
- Audio MUST be operated from FOH.
- A knowledgeable house audio engineer must be available to assist with patching and hookups upon artist arrival.
- Traveling engineer requests that all house wireless microphones/house systems are shut off prior to setup.

COMMUNICATIONS:

- Five (5) headsets are needed for communication between the (FOH) lighting operator, (FOH) audio engineer, backstage manager, and FOH Director.
- If wireless headset communication is in use, presenter must coordinate with the production sound engineer for frequency coordination.

HOSPITALITY:

- All Hospitality must be discussed with the Company Manager, David Casey, prior to arrival.
- HOSPITALITY RIDER IS ATTACHED to email SEPARATELY.

COMP TICKETS:

- Venue will provide (12) complimentary tickets, per show, for the Tour cast and crew.
- Company Manager will provide names for reserved tickets to the venue ASAP.
- Tickets will be made available to the Tour for use up to 24 hours before showtimes. At which point the venue may release them back to the box office for general sales.
- If any tickets that have been deemed “reserved for Tour” are for some reason not going to be used, the Company Manager will give as much notice as possible to the venue to release those held tickets.

DRESSING ROOMS:

- Two private dressing rooms furnished with chair, table, mirror, clothes rack with adequate hangers, and wastebasket.

- The dressing rooms should have access to a private bathroom for artists only with running hot & cold water, adequately supplied with fresh soap and clean towels, tissue, and paper towels.

RECEPTIONS:

- The artist is always happy to attend receptions, however due to the rigorous tour schedule, sometimes the artist may not be available. Please contact the Company Manager prior to and upon arrival.

MERCHANDISE:

- **TBD**

**Company Manager will provide the necessary requirements at least 3 days prior.*

SUPPLIES:

- (20) clean towels
- Ironing board
- Iron & steamer-wardrobe assist to steam
- Full length mirror in male & female dressing rooms.

REFRESHMENTS/MEALS:

- (3) cases of bottled water.
- Assorted sodas, teas, & coffee.
- (20) pieces of grab & go fruit and snacks upon arrival.
- (20) hot dinner meals provided no later than 90 minutes before curtain. (Please see allergy list below).

ALLERGIES:

****WE CURRENTLY HAVE NO FOOD ALLERGIES ON THIS TOUR.**

STAGE PLOT:



