



TECHNICAL RIDER • TOMÁS & THE LIBRARY LADY  
**2023-2024 National Tour**

PLEASE DISTRIBUTE THIS DOCUMENT TO  
ALL APPROPRIATE SUPERVISORY STAFF

This document, along with a ground plan and light plot, will be available electronically at:  
[www.childsprayaz.org/nationaltomas](http://www.childsprayaz.org/nationaltomas) in September 2023.

The scenery, props, sound equipment, wardrobe and acting COMPANY of TOMÁS & THE LIBRARY LADY travels in one (1) Sprinter van. Please provide any necessary parking permits for the duration of the run.

The vehicle will be unloaded during the first day of the load-in at a time mutually agreed upon between the Presenter and Associate Production Manager. The immediate area of the loading dock and unloading area must be clear and available for vehicle parking during the entire duration of the load in and load out. It must be clear of all snow, ice, debris, or other obstructions prior to our arrival.

The presenter or a representative must be available at all times to the stage manager during the load in, all performances and at the load out. For engagements lasting more than one day, the stage manager must be able to contact a representative of the presenter via telephone. Any representative must be able to make decisions on behalf of the presenter.

**LOAD IN/LOAD OUT**

TOMÁS & THE LIBRARY LADY will require a minimum of four (4) hours to load in, focus, set lighting cues, and sound check. This four (4) hour minimum is based off the venue having pre-hung, circuited and gelled the lights before COMPANY'S arrival. Strike will take approximately one (1) hour. The stage manager will contact you prior to arrival to confirm a final load in schedule. If the load in occurs on the

same day as the first performance, the load in shall begin at a time so as to allow for a break between load in and half hour.

TOMÁS & THE LIBRARY LADY requires that the presenter provide a minimum of four (4) stage hands to assist with the unloading and assembly of scenery during load in. The presenter will provide one (1) sound supervisor and one (1) lighting supervisor. A show crew of one (1) is required. The show crew members are required to strike and load out the show. A member of the COMPANY will oversee load in and strike of scenery.

## SCENERY

The set does not need to attach to the stage floor and no scenery is hung from battens. There are no fly cues in the show, so unless the house requires the fire curtain or main curtain be operated, no fly man is required. TOMÁS & THE LIBRARY LADY requires the following:

1. A minimum performance area of 25'-0" wide by 25'-0" deep (proscenium line to the full stage black) by 11'-0" high.
  - a. This area must be clear--nothing should be stored within it.
  - b. It must be level.
  - c. The load in area must be on the same level as the performance space or accommodation must be made.
2. The following soft goods should be hung prior to arrival:
  - a. Three (3) pairs of black legs
  - b. Three (3) borders
  - c. One (1) full stage black for background.
3. Adequate blue run lighting to provide backstage illumination during the show.

## AUDIO

TOMÁS & THE LIBRARY LADY requires the following:

1. A house sound system in good working order that can easily accommodate all of the COMPANY'S audio components. The COMPANY travels with the following:
  - a. Two (2) wireless body mics
  - b. Mac laptop with QLAB to run sound cues
  - c. Two (2) EPQ900 Behringer amps to run Mains and a monitor mix if needed.
  - d. Two (2) Shure UA870 active antennas for wireless mics that are powered by UA antenna/power distro.
  - e. XLR-1/4" TRS cables
  - f. A Lexicon Alpha USB interface with two (2) XLR outputs.
2. Please have a headset/intercom system run to the following places:
  - a. Light operator position
  - b. Backstage (SL)
  - c. Stage management calling position (SR)
3. Please have two (2) monitor speakers placed in the DS corners of the stage for foldback, levels to be controlled separate from the main mix.

4. Please provide one (1) house audio engineer to assist with the setup of sound for the show, so that this work may take place concurrently with the scenic load in.
5. Sound board should have six (6) available inputs and four (4) minimum outputs.
6. A mixing position located at the rear of the house is needed, secure from tampering by audience with an unobstructed view of the stage. If sound position is in a booth with windows, the windows must be able to be opened.
7. COMPANY'S staff will operate the playback of sound from the MAC laptop and two (2) wireless mics.

## VIDEO

TOMÁS & THE LIBRARY LADY requires the following:

1. Projector is placed on stage floor and is back-projected.
2. Easily accessible power supply.
3. The COMPANY travels with:
  - a. Sanyo projector
  - b. Mac laptop with QLAB to run video and sound cues
  - c. 50' HDMI Cable
  - d. Two Extensions cords
  - e. Two power strips
4. COMPANY'S staff will operate the playback of the video from the MAC laptop.

## LIGHTING

Although there is some flexibility in the production's lighting design, venue inventory should include enough instruments, circuits and dimmers for area lighting, different color washes, and several specials.

TOMÁS & THE LIBRARY LADY requires the following:

1. Please provide at least four (4) electricians to assist with focus. They can be the same four (4) stage hands that help load in and set up the scenery.
2. The plot must be hung, circuited, colored, and troubleshot prior to COMPANY'S arrival.
3. Focus will begin once the scenery is loaded in---and will be led by COMPANY staff.
4. Please provide one (1) crew member to run the light board during all shows.
5. The plot and more information will be available at <http://www.childsplayaz.org/nationaltomas> in September 2023.
6. COMPANY provides gobos and Gels.

## WARDROBE

TOMÁS & THE LIBRARY LADY requires the following:

1. Please provide one full-size washer and one full-size dryer for show's use. Washer must have individual cycle capabilities and water levels and temperature controls. These machines must be located in the theater.
2. A steam iron and ironing board must be available. A steamer is also requested.
3. All wardrobe areas must be thoroughly cleaned prior to the COMPANY'S arrival. All areas must be properly lighted and ventilated.

## **DRESSING ROOMS**

TOMÁS & THE LIBRARY LADY consists of two (2) actors. COMPANY requires exclusive use of the stage and dressing room areas from the start of load in through the end of strike. Any house restore must take place after the show has been completely loaded out. For subsequent performances after the initial load in day, the stage and dressing rooms must be available two (2) hours prior to curtain. TOMÁS & THE LIBRARY LADY requires the following:

1. Please provide at least two dressing rooms.
2. All rooms need to be properly heated/air conditioned.
3. All rooms must be clean (floors, make-up tables, mirrors, sinks and bathrooms) prior to the start of the load-in and maintained daily.
4. All rooms must be well lit with hanging racks (not clothes hooks) and running water to conform to Equity safe and sanitary regulations.
5. The space must have a mirror and suitable lighting around mirror to see while preparing for each performance.
6. Chairs, not stools or benches, are required at each space used by a performer.
7. Restrooms must be within close proximity of the dressing rooms.
8. Additionally, it is greatly appreciated if a production office can be made available to the Stage Manager and crew during the duration of our residency.
9. Please provide the COMPANY with any passwords needed for WIFI access.

## **HOSPITALITY**

TOMÁS & THE LIBRARY LADY requires the following:

1. Please provide water, coffee, and tea.
2. Healthy snacks like fruit, hummus, and vegetables are always appreciated.
3. If the COMPANY is performing two shows in one day a light lunch is greatly appreciated.
4. Check with Associate Production Manager, Kalie Hagen, for dietary restrictions.

## **POST-SHOW DISCUSSION**

Following each performance, the cast will conduct a question and answer session with the audience that will last approximately five (5) minutes. Lighting and sound operators must remain at their consoles. This is an important part of the presentation of the play and we hope you will make your best efforts to include this as part of the program.

## **FOH INFORMATION**

**RUNNING TIME:** TOMÁS & THE LIBRARY LADY runs approximately fifty (50) minutes not including the post-show discussion.

**POST SHOW DISCUSSION:** Runs between 5 -10 minutes.

**INTERMISSION:** None.

**HOUSE OPENING:** The house can open 30 minutes prior to the start of the show once the Stage Manager has cleared it for opening.

**WALK-IN MUSIC:** Company will provide walk-in music.

EFFECTS: None.

PHOTOGRAPHY, MOBILE PHONES, PAGERS, and IPADS: The venue must notify all audience members that photography and filming during the production is not permitted. They should also be asked to switch off all mobile phones, iPads and pagers.

PROGRAMS: COMPANY does not provide programs. Please see our website for media materials.

MERCHANDISE: None.

CONTACT: Presenter must provide a means of contact between the FOH and Stage Manager.

## LABOR RECAP

### FOR LOAD IN:

- Four (4) carpenters to assist with load in of scenery.
- Four (4) electricians for focus call after scenery is loaded in. They can be the same stagehands that assist with scenery.
- One (1) sound engineer for load in. This person can be included in the four (4) carpenters called if they want to assist with loading in the scenery and then switch over to sound.
- One (1) lighting engineer or Master Electrician for load in and focus. This person can be included in the four (4) carpenters called if they want to assist with loading in the scenery and then switch over to sound.

### FOR RUN OF SHOW:

- One (1) crew member to operate the light board.

### FOR LOAD OUT:

- The show crew can assist with load out.

Non-working supervisors, if required, are in addition to the above labor requirements.

CHILDSPLAY production staff traveling with the show will be two (2) actors and one (1) technician.

If you have further questions or concerns please contact:

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