

TO THE LOCAL TECHNICAL DIRECTOR OR FACILITY MANAGER:

This list of technical requirements is intended to be used as a guideline. While many venues will have no trouble in meeting these requirements, we understand that others will. Please note that all items contained within are negotiable. Please do not be put off by what might seem to be overwhelming demands on the budget or physical space. The company has extensive experience in adapting to a variety of local conditions while maintaining artistic integrity. We will do our utmost to offer an exciting program to your audience within any technical constraints.

If you have any questions or concerns, please call.

Thank you.

**Robin Whitty**

Wisconsin Singers/Director  
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**WISCONSIN SINGERS  
TECHNICAL REQUIREMENTS**

WISCONSIN SINGERS travels with a Sound Engineer, Lighting Designer, and Stage Manager. The Company carries its own sound equipment, costumes, properties, musical instruments, and drum set. The Company requires that the Sponsor provide a performance area, lighting, 2 dressing rooms, 2 warm-up rooms, electrical service, and vehicle parking as described below.

- 1) The Sponsor agrees to provide a technical director or stage manager knowledgeable about the place of performance and empowered to make decisions on behalf of the Sponsor.
- 2) The Sponsor agrees to provide the Company Site Manager information about the performance facility, performance area layout, stage, light circuit plan, and a general overview of operational lighting equipment with a description of the light control equipment.
- 3) Crew requirements: Load in, set up, load out – facility technical director or stage manager to answer any questions that the Company may have about the facility and assist in setting lighting. Performance: 1-2 follow spot operators if follow spots are available and the facility technical director or stage manager to oversee operation of the lighting system by the Company Lighting Designer and aid in the resolution of any technical crisis that develop. Exact crew needs will be determined by theatre technical director and Company Site Manager depending upon available technical resources.
- 4) The technical crew shall consist of a competent crew in operation of lighting equipment and curtain/flys. The Company shall not be responsible for any costs required by unions or other agents, including Sponsor, for personnel, whether operating or supervisory, or for any costs required for production equipment. THE COMPANY DOES NOT CARRY A YELLOW CARD.

5) The sponsor agrees to make the theatre available to the theatre personnel for the purpose of a technical set-up period of up to four and a half (4 1/2) hours, plus one and a quarter (1 1/4) hours per guest clinic, preceding the performance for setting up sound system and staging, setting sound levels, rehearsal for the singer/dancers and instrumentalists, preparing the wardrobe and properties, hanging, circuiting, gelling, and focusing the facility lighting equipment, and setting light intensities.

6) When the Company performs two shows during one day, the Sponsor shall provide time in the theater between shows for the purpose of show notes and rehearsal.

TYPICAL SCHEDULE:

4 1/2 hours (add 1 1/4 hours per guest clinic) prior to show: arrive, setup and rehearsal, followed by any guest clinics

2 1/4 hours prior to show: Company meal

90 minutes prior to show: Company performers prep for show, possible further sound checks on stage

45 minutes prior to show: Company performers begin warm-ups

30 minutes prior to show: house may be opened

Showtime: show commences, beginning with guest groups

1 hour 45 minutes (add 20 minutes per guest group) after show start: show ends, Company begins strike

1 hour following show end: Company strike completed and bus leaves.

7) The Sponsor agrees to provide lighting equipment to cover the stage with an even wash, keeping in mind that then upstage edge is thirty (30) feet from the proscenium. The head height at this line is seven (7) feet. If possible, a warm and cool wash across the stage would be appreciated, as well as a cyclorama with a red, blue, and amber (or green) color wash. In addition, the Company will use two follow spots and operators, if available.

8) The Company relies on the theatre's intercom system for communication between the Company Sound Engineer, Company Lighting Designer, and follow spot operators during the performance. The Company asks for at least 4 stations: Company soundboard, light board, and the two followspot positions. A station at the curtain pull would be appreciated. The Company should be notified prior to arrival if a working intercom system is not available.

9) The Company requires a minimum of two (2) separately fused twenty (20) amp circuits for use with the Company sound system. As such, these circuits should be independent of the lighting system.

10) The Sponsor shall provide a thirty-six (36) foot wide by thirty three(33) foot deep unobstructed, elevated stage with a minimum height of twenty (20) feet and at least eight (8) feet of wing space on each side of the stage. The stage and wings shall be free from any obstacles, such as sets, guest staging, and equipment, prior to Company arrival. Exceptions to this requirement may only be made by the Director of Wisconsin Singers who can be reached at 608-332-8245.

11) The Sponsor agrees to provide a minimum of two (2) lockable, non-public dressing rooms equipped with tables, mirrors, 120 volt electrical service, and makeup lights. Toilets should be nearby. These dressing rooms should be located near the stage.

12) The sponsor agrees to provide two (2) non-public warm-up rooms for the exclusive use of the Company from arrival to departure for vocal and instrumental rooms. One room should be able to accommodate at least thirty (30) people and the other ten (10) people. These rooms should be located near the stage and so that warm-up activities will not disturb any other patrons at any time.

13) The Sponsor agrees to obtain and pay for any and all local work permits, union fees, taxes, and other local licenses that may be required for the Company to carry out the residency activities and performance(s) covered by this agreement. THE COMPANY DOES NOT CARRY A YELLOW CARD.

14) The Sponsor shall provide for adequate insurance coverage including insurance against losses due to fire or theft and personal liability insurance covering the activities of the residency. The Sponsor agrees to indemnify and save harmless the Company from all claims arising in any manner in connection with those performance(s) or other residency activities, except to the extent that such claims may be occasioned by the negligent act or acts of the Company.

15) Transportation of Company Equipment: For performances within the greater Madison area, Company equipment will be delivered by a fifteen (15) foot box truck with all Company personnel in passenger vehicles. For all other shows, Company equipment will be delivered to the theater by a fifty-five (55) person motor coach with all Company personnel. A loading area convenient to the stage that will accommodate the equipment vehicle is requested. The Sponsor will also provide parking at the performance site for Company vehicles.

## Contact Information

**Wisconsin Singers** is sponsored by Friends of the Wisconsin Singers, a non-profit organization, in association with the University of Wisconsin-Madison, acting as the official "Ambassadors of Goodwill" for the University.

## General Information

### Wisconsin Singers

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## Booking

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