

DANCE CHICAGO 2012 TECHNICAL INFORMATION LETTER  
October 17, 2012

Dear Dance Chicago Participant:

Welcome and Congratulations on your acceptance into Dance Chicago 2012. 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 people. Given the hectic schedule of the festival, e-mail is the best way to contact our staff. Please still contact John Schmitz for your show dates and other artistic questions.

John Schmitz; Producer and Artistic Director  
E-mail: [john@dancechicago.com](mailto:john@dancechicago.com)

Josh Weckesser; Production Manager  
E-mail: [weckesser.josh@gmail.com](mailto:weckesser.josh@gmail.com)

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

Michael Tanko; Sound Designer and Engineer  
E-mail: [pjposterguy@gmail.com](mailto: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](mailto: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 festival.*

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](mailto:dance.chicago.scheduling@gmail.com)) your questions or concerns and she will ensure that they get answered.

We will be using the Horizon again 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 of companies performing, tech times will vary based on the show, ask Lauren about the specifics for your show. 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, when e-mailing Lauren to sign up for a tech time, please include the title of your piece and which show it is going to be in. Lastly, most of the tech times for your show will be on the day of or earlier in the week, there are some exceptions please discuss with Lauren.

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Please show up 15 minutes early for your tech, warm up ahead of time, and enter through the stage door on the south side of the building. 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. There is also no storage for props or costumes in the space other than day of show so be prepared to transport these in and out of the space. After the show props will need to be taken out through the stage door.

CDs are the only sound media allowed for these shows. Clearly label all CDs with your company name, piece title and show title, and please provide a backup copy, even if your piece has been in Dance Chicago before. 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.

### **DRESS REHEARSALS & SHOWS**

Each show will have a **MANDATORY** full dress rehearsal in show order on the day of performance. Dress rehearsals are not just for your company, but for the continuity of the show and the well-being of the crew. It also augments your short tech time, giving you the opportunity to fix problems. Dress rehearsals for 8:00pm shows begin at 4:00pm, for 8:15pm shows begin at 4:15. There will be an hour dinner break between the dress and the call time for show. There will be sign-up sheets located in the dressing room 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**

While we have more room than in years past, dressing room space is still tight. For Mainstage shows the dressing rooms will be assigned and posted on the bulletin board downstairs. For Studio One shows space is especially tight, we ask people to share dressing rooms and be respectful of one another. Also, because everything will be so tight, do not touch the costumes, make up, or other people's personal belongings without their permission; no spray paint, spray glitter, spray anything in or near the dressing rooms. If you have to spray yourself, go outside. Alcohol of any kind is not permitted. For all shows, no guests in the dressing rooms before the show, at intermission, or after the show. Have them meet you in the lobby. Keep the noise and extra activity to a minimum especially when in the dressing room and backstage. Anything happening in the dressing room can be heard onstage and in the house. Groups with young performers must provide chaperones in the dressing rooms and backstage. No photos or videos without the permission of others in the room. It is of the highest importance that the dressing rooms remain as quiet as possible to ensure that dancers are not distracted onstage and to keep the audience's experience as pleasant and uninterrupted as possible.

### **Backstage**

There can be absolutely no guests backstage at any time. No one not in the show or holding a ticket will even be allowed in the theatre space on day of show. There will be booms in the wings so only people performing in the current piece and the piece immediately following will be allowed in the wings at any time. Props and scenery must be removed after each performance. Please do not touch preset props or costumes. Also please do not wear shoes or makeup that will mark or gum up the floor. Body glitter is VERY slippery and dangerous onstage, keep it to a minimum. 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 him before half hour and can only be returned after the show is over. If you are giving her a cell

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phone or any other noise making device please turn it off before giving it to him. Lastly, and most importantly, please be quiet backstage.

**GENERAL STUFF**

All entrances and exits into the Mainstage for tech and show are through the stage door on the south side of the building. Entrances and exits for the Studio One shows can be done through the main entrance to the Athenaeum. 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. Also, please be aware that crossover space in the studio is nonexistent and for the mainstage you are required to go downstairs through the dressing room hallway and then back upstairs, please plan accordingly. 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.

**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 2012. 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