

PENTABUS

Tech Rider: [production]

Dear Promoter,

We look forward to visiting you with our forthcoming production of *[name of production]*.

This document details what we will be bringing to your venue and any requirements we may need from you in return.

On the day of the performance, our Stage Manager *[name]* and actors *[names]* will arrive, set up and perform the show. On occasion, members of the creative team and Pentabus office staff may come too, but we will let you know who to expect in advance.

The company will do all the setting up and taking down themselves, but please can someone be there at all times just in case they have any questions.

If you need any clarification or information before the company arrive, please do not hesitate to contact me. Contact details for the Production Manager and Stage Manager are also included below in case these are needed:

Producer Amber Knipe
amber@pentabus.co.uk | 01584 856564

Office Address: Pentabus Theatre Company
Bromfield, Ludlow, Shropshire. SY8 2JU

Production Manager [Name], on behalf of *Pentabus*
[email] | [Tel]

Stage Manager [Name], on behalf of *Pentabus*
[email] | [Tel]

Performers [Names]

Schedule for the day (based on a 7.30pm performance)

2.00pm	Company arrive in touring van Quick venue tour, then company will unload the van
3.30pm	Lighting, set, sound set-up
5.30pm	Dinner break (please see note below)
6.30pm	Warm up on stage
7.00pm	Doors open
7.30pm	Performance begins
8.15 – 8.30pm	Interval (approximate time)
9.00 pm	Performance ends
10.00pm	Get out + van pack
11.00pm	Leave venue (latest)

Meet and greet

Please ensure that the person meeting the Company on arrival is familiar with the building and provides the Company with the following:

- A quick tour of the building: including the location of toilets, changing rooms and backstage area.

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- Stage Manager to be shown the location of the fuse box, so that they can trouble shoot any potential power issues.
- Emergency procedures: fire action plan, location of firefighting equipment and the assembly point.
- That a person familiar with the building is present at all times while the company are in the building.

Van / Parking

We tour in an Extra Long Wheeled Base Transit Van. It would be great to be able to get this as close to the entrance as possible. We are fine - if you are - to drive on grass, but only if it's dry. We need to avoid getting stuck in mud at all costs! We would like to park the van where we can easily get to it at the end of the evening.

Lighting and sound

The show tours with all its own lighting and sound equipment and the team will set up on the day. The lighting and sound is operated by the Stage Manager.

Getting in and out

With carrying in the set and our technical equipment, the clearest, shortest, straightest route into the venue is best. We have pictures and plans of many venues, but **if you do have anything like steps, sharp corners or narrow doors you'd like to warn us about**, please do. The largest items are a 3-meter long by 30 cm² truss and 1m x 2m sections of staging.

Dressing room

Our actors would like a clean and secure area to get changed for the show. If a separate room isn't available, then a screened off area with a table and chairs will be fine. They will need access to tea, coffee and toilet facilities and drinking water too please.

Hospitality

We request that the Company are provided with a hot meal at about 5.30pm. This could be a simple chilli, or lasagna. *[Details of any dietary requirements]*

Front of house

You will be given a front of house box on the night, which will include:

- Programmes and a float – we would be really grateful if you could sell these on our behalf.
- A token collector box to find out what people think our next show should be!
- 2x pop-up banners
- Donation box – Pentabus is a registered charity

Show running times

70 - 80 minutes plus an Interval of either 15mins or 20mins, whatever you prefer, just let the Stage Manager know. We will aim to let the audience in **30mins** prior to the start of the performance.

Packing Up

We estimate that it will take about 1 hour 30 minutes to pack up at the end.

Health and safety

We treat Health & Safety seriously. All our policies and risk assessments are up to date and regularly reviewed. Our Production Manager is responsible for ensuring that all methods, training, and paperwork is correctly in place and acted upon to ensure compliance with all relevant laws, as well as monitoring the equipment, PPE and methods used and reviewing as necessary.

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The Stage Manager is the Pentabus Health & Safety representative. As well as reporting all accidents, incidents and ensuring compliance with the Safe working practices whilst on site, they are also First Aid trained.

The Venue, is responsible for providing a safe working environment, and ensuring that the company are briefed on emergency and fire evacuation procedures on arrival.

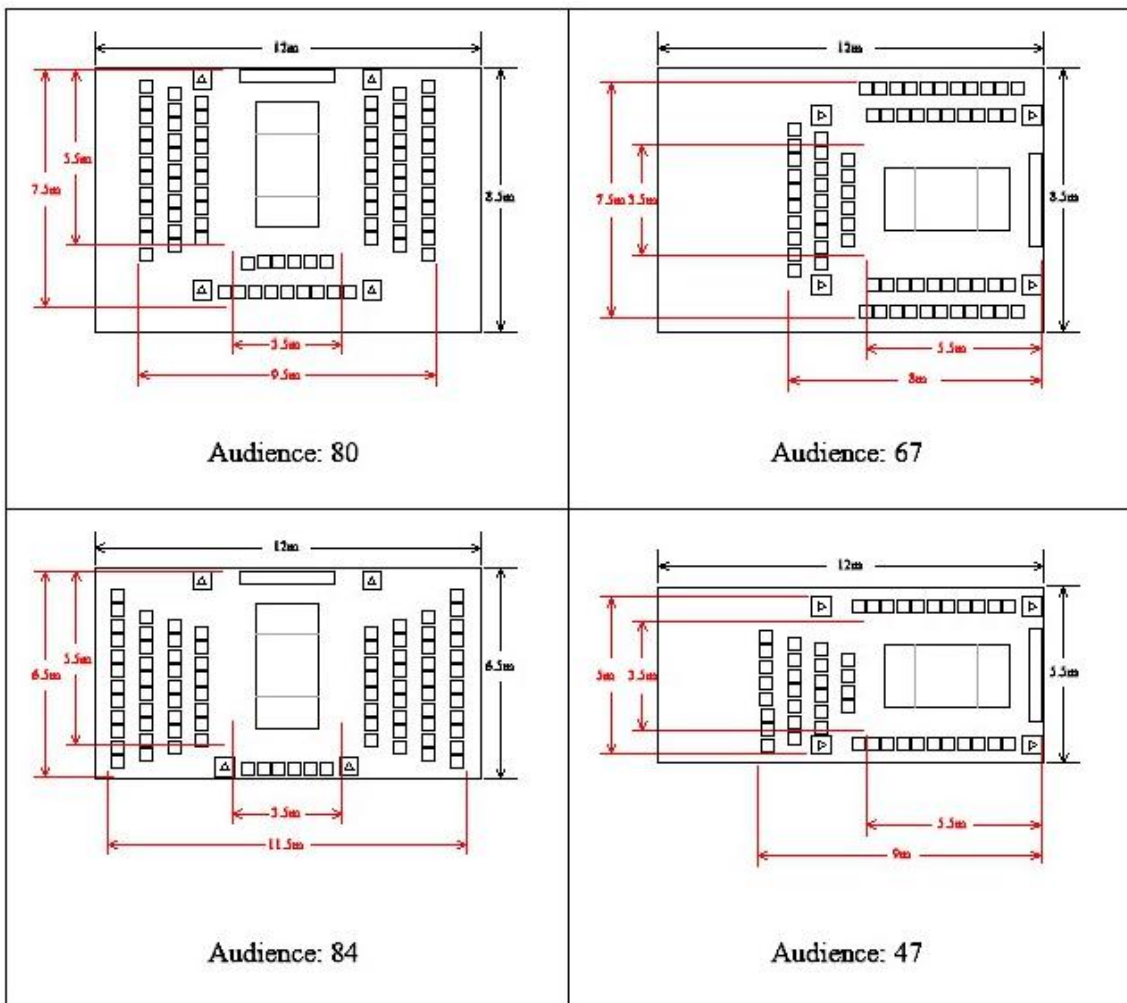
Layout of the space

The layout for each production is different. We often create end-on shows, with the audience sat in rows in-front of a stage that we build in the middle of your hall / space. Venue capacity varies greatly and we will ensure you are provided with a layout plan in advance so that seat numbers can be calculated.

The following drawings show the layout options for our most recent tour, *The Tale of Little Bevan*. This production was presented in a format called 'thrust', which means the audience are laid out on three sides.

The plans below give you some idea of audience capacity, (more rows can be added to any of these layouts if your space is big enough to accommodate them). These are just examples; every space will be different. Our professional team of performers and stage management will work out the best way to stage the show when they arrive at your venue taking things like fire exits, bar, toilets and power sockets into consideration.

If you are concerned about anything and you want to talk to someone in advance of our arrival, please do not hesitate to get in touch. We want to work with you to make the show as enjoyable as possible for as many people as possible.



□ = Lighting stand