



The items requested below are necessary in order to provide the best possible show for the PURCHASER. If there are any questions regarding these requirements, or for some reason a problem occurs, please contact:

**Brenton Abens**  
**Tour Manager**

**708-606-4075**

[Brenton.abens@gmail.com](mailto:Brenton.abens@gmail.com)

**Length of Performance: 90 minutes**

## **DAILY SCHEDULE**

*Based on a 7:00 pm performance time. Schedule will be adjusted to accommodate alternate performance times, please confirm schedule during advance. Load in 4 hours prior to showtime. VIP approx. 2 hours prior to Showtime.*

***(All equipment should be set-up and tested prior to the tour manager's arrival)*** Pre-hang must occur prior to tour's arrival

3:00 PM	Talent & Crew Arrive at Venue
4:00 PM	Sound Check
5:00 PM	VIP Start
6:00PM	House Doors/ Dinner
<b>7:00 PM</b>	<b>Performance</b>
8:30 PM	End of Show, Load-out
9:15 PM	Talent & Crew Depart

## **1. BASIC STAGE REQUIREMENTS**

Please have the stage swept and mopped prior to Tours arrival.

## **2. CREW REQUIREMENTS**

Load In/Out:

One (1) Audio Engineer

One (1) Electrician - for lighting setup, focus, programming etc. One

One (1) Video Technician

Run of Show:

One (1) Sound board operator

One (1) Light board operator (house light operator will be needed if house lights not controlled at board)

**If Venue has single crew member for all roles, this can be discussed during advance.**

## **3. VIDEO**

PURCHASER must provide the following:

**A minimum 9' x 16' projection screen** , fully masked - top, bottom, & sides. Rear or front depends on venue preference. If front projection used, it must be from an angle that does not allow spill onto Talent on stage.

One (1) **minimum 14,000 lumen projector** capable of 1920 x 1080 resolution w/ appropriate lens

**Projection Screen:** The screen is hung mid-stage. It should be hung at a trim height that will not cause sight line issues. **Every seat must be able to see the full screen. We require it to be fully dressed for the show.**

***The system must be able to interface with a tour-supplied laptop (MacBook Pro). Please provide an equipment list for approval by the Tour Manager . No substitutions may be made without prior approval .***

We require one (1) **6'-0" table** and two (2) chairs to set up our AV gear backstage, with a full view of the stage, on the side of the stage closest to start dressing room access. These tables should have a **power strip** capable of powering six (6) devices.

***Please provide power and all appropriate audio and video cabling to interface with the tour supplied laptop, operated from the backstage AV table .***

## **Lighting Notes:**

Pre Show Lighting Options  
Gobo on stage;  
Uplights in Fuchsia and Blue

Dark Stage with 30% Blue

Avoid flat lighting

High sidelight is good if available 3

specials (DSL, DSR, DSC) **No spots**

Avoid lighting projection screen with general wash

***All lighting elements must be hung and focused prior to arrival of tour personnel***

## **5. AUDIO**

Adequate PA system including (In addition to the main house audio system):

**Three (3) wireless Countryman EG's and bodypacks**

**One (1) Backup wireless mic**

**One (1) Switchable handheld microphone for Tour Manager**

Two (2) stage monitors (located off-stage as side fill for talent)

One (1) stage monitor (located off-stage for Tour Manager)

Two (2) Stereo DI boxes for laptop audio connection (One (1) as backup)

A sound check will be scheduled when the show is advanced. **ALL SOUND EQUIPMENT, INCLUDING THE WIRELESS MICS, SHOULD BE INSTALLED AND TESTED PRIOR TO THE SOUND CHECK.**

**Music licenses are the responsibility of the PURCHASER.**

**If any of the audio equipment requested above is not available in-house, please provide a quote from a preferred rental vendor. If any additional labor is required, please provide a labor quote in advance.**

## **6. COMMUNICATIONS**

*Please provide Clear Com or other reliable communications system, with fully functioning headsets. Please provide the following headset layout:*

One unit for Tour Manager backstage at AV table (**wireless preferred**) One  
unit for sound operator

One unit for light board operator (additional unit for house lights if not at light board)

## **7. DRESSING ROOMS**

Please provide one (1) comfortable and private green room. This room should be clean, dry, well-lit, heated or air-conditioned, should contain at least four chairs and shall be within easy access to clean, private lavatories which are

supplied with soap, toilet tissue, and towels. PURCHASER shall be solely responsible for the security of items in the dressing rooms and shall keep all unauthorized persons from entering said area.

## **7. DRESSING ROOMS (CONT'D)**

The tour requires three (3) lockable Star dressing rooms in addition to a Green Room that is furnished with a make-up mirror and chair, clothing rack, and comfortable sitting area.

Tour requires a dressing room/ production office, with wireless internet access (must be free of charge) for the Tour Manager's use. Tour Manager will require access to a printer pre-show.

Please also provide:

- One (1) clothing steamer
- Wireless internet access

## **8. CATERING**

Catering should be set-up in Green Room prior to sound check and must include drinking glasses and coffee mugs.

### **Catering Menu:**

One (1) 24 pack case of water-12 bottles should be chilled (12-16.9 oz., *individual size*) Full dinner served between sound check and show time. Cast has a gluten free member. Please provide San Pellegrino Orange and Black Cherry Sparkling Water, Coke, Sugar free Red Bull and popcorn, mixed fruit, Chocolate Chip Cookies and maybe one GF one.

Please also provide one bottle of red wine, and one wine glass.

## **SECURITY**

- Ample security should be provided, based on the layout/ Characteristics of the venue to ensure the safety of all MNINM cast and staff during load in, meet and greet, show and load out.
- The stage, dressing room areas and all backstage pass check points must be staffed by competent, able bodied personnel who are capable of physically preventing unauthorized access.
- Any staff caught using cell/mobile phones including texting, smoking, eating or not on their position will be sent home and will not be paid for by the Artist nor accepted as a Show Cost at settlement. Any staff deemed incapable of performing their duties due to drug or alcohol abuse, disruptive or aggressive attitude will be asked to be relieved of their duties and leave the building for the duration of the day
- After the performance, a security guard should walk talent to their vehicles.
- Audiences are not permitted to film or photograph and must be requested politely to stop by all Ushers.

### **Press/Promo**

- All professional/press personnel & equipment will enter through media gate/door. No Professional type equipment should be allowed through any ticket holder's line. (No access to BOH).

**10. FRONT OF HOUSE**

MNINM Release located at mynameisnotmom.com/tech should be printed, copied and placed at every door Late seating may only happen after opening of show.

Photography and recording of any kind is absolutely prohibited. Please post appropriate signage.

**11. PHOTO-OP VIP EVENT**

Please arrange a suitable space for a 75-minute (maximum) **pre-show photo op for up to one hundred twenty five (125)**

**VIP patrons** (the space cannot require an additional charge). The photo op will begin 10 minutes after the sound check.

**Four (4) ushers to assist in traffic flow.**

The photo op area should be well-lit for photos and include:

- o Appropriate stanchions to crate/control queue and traffic flow pattern
- o Two (3) bottles of water
- o One (1) box of tissues
- o Hand sanitizer

VIP patrons will be allowed to hand their cell phones to TOUR personnel to take pictures while they are meeting TALENT.

VIP patrons should be able to purchase merchandise before and after they meet TALENT.

**12. Rehearsal Space**

Stage is to be available for soundcheck/rehearsal 3 hours prior to show.

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**Buyer Signature** **Date**

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**My Name is NOT Mom Signature** **Date**