

Technical Manual



To Arena/Theatre Managers, Coordinators and Promoters:

This manual contains detailed technical information regarding the presentation of the World Premiere production of Sesame Street Live!SM. It is important that this manual be reviewed thoroughly in order to prevent problems during our load in and to familiarize everyone with the differences of Sesame Street Live!SM from our other Feld Entertainment productions.

If you have gone over this information and still have any questions, please feel free to contact me.

We both share a desire to present our product in the finest possible manner. Consequently, it is imperative that all "pre-arrival requirements" are completed and your venue is ready to receive the show on load-in day.

The show reserves the right to make any adjustments necessary in order to set up, perform, and tear down the production given all parameters of the venue. These adjustments may include but are not limited to the elimination of props, set pieces, lighting equipment and/or any other production element that cannot be accommodated by the venue due to size, limitations of space, load in doors, or lack of provisions necessary for the full operation of the production.

The show will try to foresee all of the instances where adjustments will have to be made, if any, for your venue. Please discuss with the Show's Stage Manager and Tour Manager any possible concerns regarding your venue

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Sincerely,
Tyler DeLong
Production Stage Manager
Sesame Street Live!
C is for Celebrate



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Staff on Tour

Below is a list of staff from the tour, their specific roles and contact information.

Production Stage Manager: Tyler DeLong

Email: tdelong@feldinc.com

Cell: 1 (812) 320-4506

Tour Manager:

Email:

Cell:

Performance Director: Ashley Budinick

Email: abudinick@feldinc.com

Cell:

Mailing Addresses

- Sesame Street Live
P.O Box 1989
Palmetto, FL
34220-0969
USA

OR

- Sesame Street Live
800 Feld Way
Palmetto, FL
34221
USA

Please hold any shipments addressed to us prior to our arrival. After our departure, please forward any packages to the succeeding Theater or to the above address; details of which are available from the Production Stage Manager.



Running Time

- Doors Open 30 min/ 60 min – please confirm in Advance call
- One Act no Intermission: Approx. 45 minutes

Total Running Time: Approx. 49 minutes

There may be some variation to the timings due to the live elements of the show.

Scene Breakdown

Warm-Up	Groover Says	5:00 mins
Scene 1	People in Your Neighborhood	4:09 mins
Scene 2	Dancing Is Easy	4:36 mins
Scene 3	Spanish Me, English Me	10:21 mins
Scene 4-5	Cookie's Entrance	0:53 mins
Scene 5	C is for Cookie	3:28 mins
Scene 6	Happy Thoughts/ Jumping in Puddles	4:24 mins
Scene 7	Just like Magic	4:47 mins
Scene 8-9	Sunny Days/ You Put the U in Community	10:45 mins

Pre Show

We will have a Preshow Warm up with Grover starting at show time, any Preshow Announcements by venue need to be approved by the Tour Manager of the show and should happen prior to this, no later than 10-15 minutes before show time.

Special Effects

This show uses very few special effects.

Confetti: In the Finale, 2 hand held Steamer Canons and 2 confetti canons are used to shoot into the audience, 2 on stage right and 2 on stage left. Please arrange House/Audience Clean up between shows on 2 show days.



Parking for Trailers and Staff

Show Trailer and Car/ Van

Show equipment travels in:

- Truck (1) – 24' with Show Equipment

Total number of Trailers-

- One (1) – Show equipment truck

Show Staff travels in:

- Tour Staff may have rental vehicles and will require parking.

Please contact the Production Stage Manager to confirm that parking for these vehicles is available at the venue.

Parking Passes

Parking passes are needed for our employees as some of them will travel by car to and from the venue for rehearsals and/or performances and to our truck drivers. Exact number of passes required will be determined upon our arrival or by contract.

Local Transportation / Stage Door Access

Please make any notifications to the parking area attendants and security for the following:

- All crew will be arriving at the venue via taxis or Runner. There is no pre-determined arrival time for the crew. Please allow them to enter and exit the backstage area without delay.
- Cast and Crew will on occasion have a bus that picks us up after load out and transports us to the next city. The driver will need a location to stage as close to the stage as possible until we are set and ready to travel.



Security & Access

Access to the venue should be controlled such that only venue or production personnel shall have access. If our employees are required to carry venue passes, please issue to the Production Manager on load in day. Our touring personnel display credentials issued by the tour.

Please review these and any other security requirements with the Production Manager prior to making any arrangements for security personnel. We also ask that you discuss with show management any specific needs for your venue. It is our policy that we do not pay for any personnel that are employed without the verbal or written authorization of show management.

From 90 minutes before each show, until 30 minutes after each show, the dressing rooms and backstage areas must be completely private, with only show personnel, and approved venue personnel allowed in these areas.

AT NO TIME SHOULD CHILDREN HAVE ACCESS TO THE BACK STAGE AREA.

Occasionally we may require access to the venue for rehearsals or equipment maintenance outside of normal performance times. If you have any situation that restricts this access, please notify the Production Manager.



EEIC - Emergency Executive in Charge

Feld Entertainment is dedicated to ensure the safety and security of our visiting personnel, and to work with your team so we all may properly respond to any emergency situation which materially effects the operation of any of our productions.

Prior to our upcoming engagement, we would like the opportunity to share our Emergency Executive in Charge (EEIC) policy with your team.

The Tour Manager for each specific touring production will be appointed our **"Emergency Executive in Charge,"** hereinafter referred to as **EEIC**. This person will be the designated spokesperson on site for the specific show in question. All touring show personnel will be responsible for communicating directly with the **EEIC** and cooperating fully with venue management, local police or governmental agency.

Prior to the start of any engagement the **EEIC** will be available to meet with venue management to discuss the emergency plan for the building in case of the following events:

- Natural Disaster (hurricane, tornado, earthquake, flood, etc.)
- Delays due to extreme weather conditions
- Medical Emergency (Feld Entertainment Personnel or Guests)
- Power Outage
- Other technical difficulties requiring the show to be delayed or stopped
- Hazardous Material Incident
- Fire/Explosion
- Active Shooter
- Bomb Threat
- Terrorism Attack

During an incident, venue management and the **EEIC**, along with local authorities, will determine if the emergency is localized or if an evacuation is required. They will also determine if the event can be resumed or cancelled. Unless the need to evacuate is obvious, venue management, local authorities, other emergency responders and the **EEIC** will consult and come to a consensus on a decision and an appropriate action plan.

Should you have any additional comments or questions regarding this policy, please contact the Tour Manager or the Production Stage Manager.

Thank you and we look forward to a safe and rewarding experience.



Video & Photography

We reserve the right to videotape any performance and/or rehearsal in whole or in part for in-house use. We do allow filming and photos by patrons as long it is done with non-professional equipment.

Blackout

If Venue is an Indoor Venue: Any windows and entrances must be covered with blackout curtains to prevent the show blackouts from being disrupted. Also in arenas, any concession stands located inside must turn off all signs and other display lighting during all performances. Only minimal lighting is required backstage, all other lighting (signboards, clocks, etc.) must remain off.

Audience Interaction

We ask for the ushers to help facilitate the patron's movements and enforce no audience onstage unless brought up by cast at Top of Show.

We will have characters from the show entering through the audience and walk up the stairs onto the stage, this happens two times depending on the venue. Also approx. 43 minutes into the show we will use some inflatable balloons which we will be thrown into the house from the stage and we encourage the audience to get involved. While this is taking place we ask for the ushers to help throw them back onto the stage.



Road Company Meal

In the event that we have a three-show day during our engagement or it is a one day engagement, we will require a buffet style meal setup and an area large enough to fit comfortably 15 people along with tables and chairs; our road employees will have to eat at the venue, preferably with access to the backstage area.

Due to production requirements, Performers and Crew are obligated to maintain a very rigorous schedule. Therefore, please make sure all meals are served on time and at appropriate temperatures.

REQUIREMENTS:

- All meals need to be served in an area that is backstage out of public view.
- The Production Stage Manager will determine Service times.
- These food selections are only an example. Please discuss options with the Production Stage Manager.
- THE PRODUCTION STAGE MANAGER MUST APPROVE THE EXACT MENU.

FOOD ALLERGIES:

PLEASE BE AWARE SOME OF OUR PEOPLE HAVE **LIFE THREATENING** FOOD ALLERGIES. PLEASE CHECK THE CATERING REQUEST FROM THE PRODUCTION MANAGER. A LIST OF THESE ALLERGIES WILL BE INCLUDED IN THE CATERING RIDER, AND MAY BE UPDATED AT ANY POINT THROUGH OUR ENGAGEMENT. These allergies include:

- Shellfish
- Tree Nuts
- Bell Peppers
- Peas



Catering

Please see the following example of a menu company meal.

SAMPLE DINNER (15-20 PEOPLE)

- Two (2) main entrees, meat (one non-red meat option) or pasta dishes
- One (1) vegetarian option
- Lactose free option
- Two (2) fresh vegetables
- Potato or grain rice dish
- Assorted side dishes
- Salad
- Dessert of your choice
- Coffee and tea
- Assorted sodas
- Water

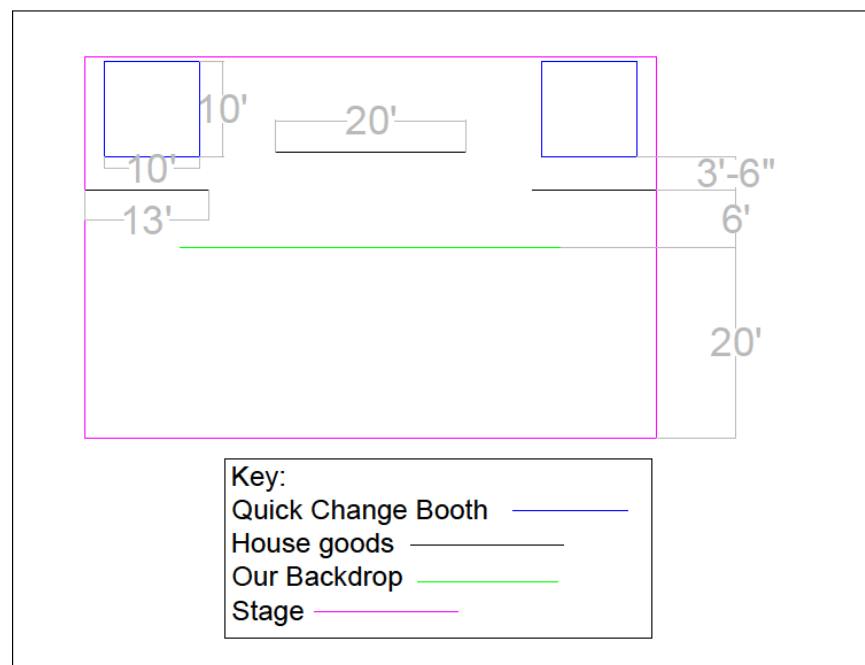
NOTE:

PLEASE USE YOUR CREATIVITY. LIVING ON THE ROAD FOR MONTHS ON END DOES GET REPETATIVE. LOCAL SPECIALTIES, DIFFERENT INTERPRETATIONS OF CLASSIC MEALS, AND HOMESTYLE COOKING IS ALWAYS WELCOME.

Production Load in Requirements

The list below is our requirement on the first day of loading in the show.

- Building open, all doors unlocked
- Stage Hands as requested in the labor request
 - Please ensure they wear black if on show call
- The Venue to be cleaned; backstage, dressing rooms and FOH
- Load in area clear of any obstructions
- Tables and chairs provided as listed in tech manual/ Advance
- Keys to dressing rooms provided
- Electrician standing by to focus LX
- One (1) internet line provided in the production office
- 110v Edison power DSL, USL/USR with Extension cords
- Pipe and Drape requests in place – see stage below Diagram
 - 100' Black Pipe and Drape
- 2 25' Ladders on stand by for reset if Baton can't come in for show preset/ reset, or Genie Lift on site





Load In

Safety and Efficiency

To facilitate the load-in in the best possible manner, we require the following:

- All work lights turned on.
- We will need a load in door with a minimum size of 8' wide and 10' high. If this is a problem please contact the PSM
- All of the dressing rooms unlocked, the doors propped open, and keys to all of the rooms in an envelope to be picked up on Load In day. Open access to all parts of the venue including floor areas, offices and ceiling (for rigging purposes).
- Necessary staff available to provide lighting focus.
- Listing of emergency medical contacts.
- Access to any shipments that you have received and are holding for us.
- All loading docks, ramps and loading doors, which would provide access to load the show in and out should be in good working order and be clear of all cars, trucks and/or materials, including storage in venue for dead crates.
- If Venue does not have a Loading Dock and/or Dock Plate onsite please advise PSM during Advance.
- Should we experience inclement weather, please have necessary supplies on hand, such as salt and/or sand.
- If show requires a forklift for load in and load out or Genie Lift to hang a drop or focus lighting - Please contact the Production Manager as soon as possible.

Backstage Requirements

In order to allow adequate space to load in, perform and load out the show, please take note of the following for the backstage area:

- Cleaned prior to our arrival and kept clean throughout the engagement
- Cleared of all venue equipment
- Space must be secured by having storage areas cleared or adjusted. We require as much space as possible to accommodate all set pieces, sets and costumes as well as storage for empty cases.
- Truck access to be clear so we do not have any delays
- Washing machine with a standard garden hose faucet. Cold water required. If available, cold and hot water.

Location: Near dressing rooms

Drain: Required

- Call board area; We will require a lit area backstage where we can set up a bulletin board and hold meetings with up to 20 people.
- We may require the use of any drapes or masking as necessary
- We will require 4 large trash/waste receptacles to be placed in the backstage area
- Keys to all rooms
- Most of our performers will be wearing complete full body costumes. To ensure that they are comfortable, **we require that the temperature in the arena or theater remain at a consistent 65 degrees Fahrenheit (18.3 degrees Celsius).** Adjustments may be made throughout the engagement after consultation with the Production Stage Manager. Please ensure that the correct temperature is achieved by the time we have access to the venue for load in. A schedule may be obtained from the Production Stage Manager.
- Two Way Radios; if the house has 2 way radios for your production staff, could you please supply the Production Stage Manager with one to be able to contact the house manager in an emergency.



Stage Requirements

Please have the stage built **before the shows arrival**, unless requested otherwise by the PM. The stage should be built to the dimensions below. Please refer to stage diagram sent in Advance.

Width: 60'
Depth: 40'
Height: 3'-4'

The stage should be as level as possible and have no lips or holes. We will require min. 3-4 sets of stairs on to the stage.

- 1 set either side upstage for access from the backstage area, both of these should have hand rails.
- There should be one set on each down stage corner for audience and performer access, please see above stage Diagram for placement of these.

Also there should be a handrail around the backstage area behind the curtain line. In front of the curtain line, please dress with skirting.

ADA Access to Performance Level

The venue will need to provide a way for ADA patrons to access the stage. It can be via a hallway, an ADA approved lift, or an ADA approved ramp. Please contact the PM on the placement of any lift or ramp.

Lighting / Sound Equipment

We will not be traveling with any LX equipment. We will only carry a console, we should be able to patch into your house system and patch should already be assigned based off Light Plot in rider.

All lighting should be pre-hung, patched and ready for focus during load in. Please reference previously sent LX plot for the specifics.

If House patch will differ from requested Plot please advise Production Stage Manager and supply house patch for reference or a magic sheet before day of load in.

We will be traveling with only Mic Rack, microphones and board. Audio will need to be able to patch into the House System. For Frequency requests please contact the Production Stage Manager.

Stage Set

We require a Baton or Pipe between 21'- 25' in height from deck level. The optimal location for Backdrop is 20' from the DS edge of the performing area. For any extra information needed, please contact the Production Stage Manager.

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Front of House

Lighting Console

We require an area approximately 12 feet wide by 10 feet deep (4m x 3m) located center house. If it is necessary to kill seats for these consoles, please consult our Marketing Director and Production Manager prior to doing so. If there is a house booth available and accessible for our equipment, please ensure that any house equipment is cleared to allow us space to setup. It is imperative that there is a clear view of the stage from this location. Side of house positions are not acceptable.

Houselights

We require the operation of houselights before, during and after each performance. It would be beneficial if we could have a DMX patch for the houselights direct to our lighting console. If we are not able to control the houselights ourselves, please make the necessary arrangements for a venue technician to be available throughout each performance for the operation of the houselights at the direction of our head electrician.

Dressing Rooms & Offices

Tables and Chairs

Dimensions of the tables should be approximately 6' by 2' (1.8m x 0.6m)

	<u>Tables</u>	<u>Chairs</u>
Girls Make-up Room	2	4
Boys Make-up Room	2	5
Catering Area	4	20
Backstage Props	3	0
Backstage QC SR	2	2
Backstage QC SL	2	2
TOTAL:	15	33

Dressing Rooms

All rooms must be ready for use on load in day. Doors to all rooms should be unlocked at the commencement of the load in and keys issued to the Production Stage Manager. We require that the building facilities, including all dressing rooms, be cleaned prior to the load in. However, during our stay, the rooms should not be cleaned nor should any personnel other than road personnel be allowed access into these rooms unless specifically requested by the Production Manager. All dressing room need to have fully operational and controllable heating & air conditioning, trash receptacles and access to toilet facilities NOT shares with the audience.

We will require the following:

- 2 large rooms to accommodate 6 performers per room
- 2 Medium sized rooms for dressing rooms (2 Full length mirrors in each)

**Requesting 2 10'x10' Pipe and Drape QC rooms on stage with 2 tables – 1 SR/1SL, 2 chairs per room. See Stage Set up for Placement*

- 1 room for Wardrobe Office.
- 1 Large room for the Production Office

We may require more than the above 7 rooms, if the rooms are small.



Dressing Rooms & Offices, cont.

Production Office and Internet Service

We will require one room to accommodate our production staff. This office is required to have locking mechanisms to be accessed by show personnel only.

- Room for Production located close to backstage to accommodate 3 people
- High speed internet connection
- Fully operational and controllable heating and air conditioning
- Trash/waste receptacles
-

Note: DSL/ADSL or ISDN lines cannot be used UNLESS a modem is also provided to dial up to an already established network. If Internet needs to be installed, please speak with the Production Manager before any arrangements are made. We will not be responsible for any costs associated with an installation made without the Tour's approval.

If there are any problems with dressing rooms or office space, please let the Production Stage Manager know as soon as possible.



Local Crew Notes

Amount of labor required for rigging, load in, and load out will be adjusted as needed depending on local conditions, experience of local crew, and unusual/difficult loading situations. Please confirm ALL numbers for labor with the Production Manager **one week prior** to making any arrangements

- Riggers will be required if the venue has a static baton or no available baton for our Back Drop.
- We will require that the wardrobe dressers have the abilities to do minor stitching. The wardrobe dressers are expected to complete the wardrobe load out immediately following the last performance.
- Calls for Riggers, Forklift Operators, and/or any extra stagehands required must be approved by the Production Manager

Important Notes: In the event that additional personnel are required as a result of any written contract(s) or oral agreement(s) entered into by the venue with any third party, the venue shall pay the cost of all such additional personnel.

If the stagehand bill is the tour's obligation, the tour is required to pay only for the number of stagehands requested by the Production Manager. All stagehands should be working stagehands. There should be no non-working heads or stewards assigned.

Calls for the Load In, Performances and Load Out are considered separate and distinct calls. Do not schedule stagehands into overtime situations. Please notify the Production Manager of any overtime or premium rate situations before they occur.

Please advise your crew that there is positively NO smoking, eating or drinking on stage, floor, backstage area, loading dock area, hallways, or in the house specifically near props, sets and/or costumes.

Work Calls

The Production Stage Manager will determine all Load In, and Load Out times.

Show Calls

Wardrobe 1 hour prior to show time, Stage hands 60 minutes prior to show time

All stagehands on the show call should work all of the performances.

All stagehands working the show calls must wear black clothing and shoes

Local Crew Requirements

Minimum labor call requirements for the engagement is as follows:

<u>Department:</u>	<u>On Tour crew numbers</u>	<u>Load In labor numbers</u>	<u>Performances labor numbers</u>	<u>Load Out labor number</u>
Carpentry/ Props	1	1	1	1
Electrics	1	1-2	0	0
Audio	1	1	0	0
Wardrobe	1	1	2	2

NOTES

We will also require a house electrician to focus and assist.

The Production Manager will send a specific labor request with confirmed numbers and start times.

60ftX40ft Stage Setup

