

TECHNICAL SPECIFICATIONS FOR RAGROOF THEATRE TEA DANCES

Name of Show: Indoor Tea Dance	Date: 18/02/09
Company: Ragroof Theatre	Revision No: 1
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Description of the event: Tea Dance. 2-4 hour event consisting of partner dancing open to the public/audience. Hosted by DJ, dance classes given by dance teacher, assisted by Ragroof Theatre dancers. Tea and cakes provided by the presenter. Ragroof Theatre can offer various options: <ul style="list-style-type: none"> ▪ Option A: the 'bare necessities' package, which gives you DJ plus dance teacher/host who will provide three mini-dance classes throughout the afternoon or evening. Teaching slots are usually around 15mins. DJ's tunes and the mini-dance classes can be in a variety of Ballroom, Latin or American Social dance rhythms or can be themed around one era e.g. Roaring 20s; 40s Swing.. In outdoor and party settings, the dance teacher role can be more as a facilitator of fun group dance experiences (example: leading a carnival samba or merengue). Total: two artists booked. ▪ Option B: As above, plus two artists co-hosting the event, providing dance demos/displays and assisting the teaching. Total: four artists booked. ▪ Option C: As in Option A, plus two couples providing special choreographed dance displays, co-hosting the event, providing dance demos and assisting the teaching. Total: six artists booked. ▪ Option D: as in Option A, plus three couples... Total: eight artists booked. ▪ Option E: As Option A with four couples.... Total: ten artists booked 	
Touring Company: The Touring Company totals : Dance tutor: 1 DJ: 1 Dancers: Maximum, 8	
Timings: Set up time: 2-3 hours Event running time: 2-4 hours Get out time: 1.5 hours	

Overview of Physical Production:

For Indoor productions the venue must have the following:

- Suitable dance floor (minimum 15m squared).
- Backstage/changing area.
- Catering facilities (minimum is a standard kitchen).
- Lighting requirements: general lighting state.
- Get in, performance and get out programming must be arranged prior to arrival on site. The standard schedule comprises of get in, tea dance and get out in the same day unless arranged otherwise. Get out begins immediately after the tea dance.

For outdoor events Ragroof Theatre can provide a purpose built dance floor (5m x 9m) and backstage tent (3m x 4m). Please see alternative Tech Spec in this instance.

Requirements of Presenter:

- We will require contact details of key liaison/site manager for arrival and any other contacts needed for operating prior to arrival on site.
- Vehicle access as close to show site as possible for unload and load plus parking for 1 van plus support cars (no.'s varying depending on location)
- Suitable fire safety provisions.
- Information as to first aid provisions on site.
- Power source – 16amp supply run out to PA with 4 way distribution at end, C form type. All necessary cable covering and safety requirements to be provided and installed by the presenter.
- Dependant on venue and specific needs per booking, additional support production crew may be necessary and will need to be negotiated with each presenter.
- If show is to be performed on more than one day then a secure space must be provided to keep props and costumes over night.
- Provide, set out and pack up audience seating and tables – numbers to be arranged with each presenter.
- Access to toilets close to the ballroom, plus a lockable dressing room where possible.
- 1 tea pot per table, appropriate in size to the number of audience at that table
- 1 sugar bowl per table
- 1 milk jug per table
- 1 large cake plate, including the use of ours there should be enough to put one on each table
- Cups, saucers and tea spoons (1 per audience member)
- Side plates or paper napkins for cake (1 per audience)
- Tea urns. Appropriate in size to the number of audience. A standard tea urn will provide

tea for 75 cups. IT IS EXTREMELY IMPORTANT THAT THERE IS SUFFICIENT TEA URNS PROVIDED AS THEY CAN TAKE AN HOUR TO HEAT UP.

- Tea bags, milk, sugar, cake (enough for one slice/cup per audience member)

Company Provides:

- 20 cake stands / cake plates
- 1 large tea pot (serves 15 tea cups)
- 20 table cloths (if required. 1m x 1m pink gingham)
- 1 cake trolley (another can be brought at on request)
- Bunting
- Unless arranged otherwise company will provide own sound equipment comprising of:
 - 2 x CD players
 - 1 x DJ mixer, 6 channel with mic input
 - 2 x 500w speakers
 - 1 x Amp
 - 2 x stands
 - Power and input leads
 - Mic & stand

Audience Profile:

- The show is accessible, suitable to all (unless specifically arranged otherwise).
- Seating capacity: negotiable with each presenter.

Specific details per venue may differ and will be negotiated and updated into a subsequent version pending a site visit and planning with each presenter.