

TECHNICAL REQUIREMENTS

OVERVIEW:

For a single performance, the ITC visit will last about 3 hours. This includes time to load-in, do the performance, and load out. The performance will be around 45 minutes, with an additional Q&A offered after at no added cost. You can expect the ITC team to arrive about 75 minutes before the scheduled curtain time to begin their work.

To present a performance of artistic quality, we ask that the following guidelines be adhered to:

PERFORMANCE AREA:

- Flat, smooth surface no smaller than 20' X 20' X 11'.
- Area should be swept and mopped prior to ITC's arrival.
- Easy access to dressing rooms provided without major obstacles in the way (gym equipment, musical instruments, etc).
- The on-site contact should be present at ITC's arrival (one hour prior to the first performance) to act as a guide to the facility's performance area, dressing rooms and restrooms.
- In the hour prior to the first performance: The **1st half hour** is for ITC's exclusive use. During the **2nd half hour**, the audience may be allowed in for seating, upon approval of the ITC stage manager.

LIGHTING:

- If there is stage lighting or special lighting in the performance area that must be used, the Presenter must provide competent personnel to use light board.
- Overhead lighting with an on/off switch is perfectly sufficient as well.
- All performance space lighting should be turned on prior to ITC's arrival.

DISTRACTIONS:

- Please suspend all bells, PA systems, noisy exhaust systems, etc in the performance space to avoid distracting interruptions

DRESSING ROOMS:

- Two (2) dressing rooms must be provided for ITC's exclusive use for one hour prior to the first performance until 45 minutes after ITC completes their services at the facility. If only one dressing room is available, it will be considered sufficient as long as it comfortably fits six (6) people.
- Dressing rooms cannot be bathrooms, but may be empty classrooms, or lounges or offices that provide complete privacy for changing.
- Rooms should be as conveniently located as possible to the performance area and restrooms.
- Dressing rooms should be private, clean and comfortably heated and/or ventilated.
- If there are windows or see through walls without the option of blinds, they must be covered to ensure privacy.
- Dressing rooms must be secure for ITC's belongings.
- Restrooms should be clean and supplied with paper towels and soap.
- Restrooms should be inaccessible to public (wherever possible) during ITC's time at your facility.

CONTACT WITH THE ITC COMPANY:

- All communication with ITC at the performance site should be accomplished via the stage manager.