



Technical Rider & Access and Inclusion

Contact Information

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PART 1 | TECHNICAL INFORMATION

Show Specifications

Running Time - 40 mins

Post Show - optional Q & A and "Meet the Puppet Characters"

Maker Workshops – 20 to 40 min options available as add-on

Company

Max Weigert – Actor / Musician

Becca Lehroff – Actor / Puppeteer

Faye Dupras – Actor / Puppeteer

Travel/Parking

Company tours in a Honda Odyssey, MA plate 1KRT11

Parking is required

*Additional load-in time will be necessary for off-site parking

Support Staff

Please provide one onsite support person who will be present when we arrive.

Load in & Set-up

With sound and without lighting - 1 hour 45 minutes

With sound and lighting – 3 hours 30 minutes

*Additional 30 mins required if venue is using our PA system

Pre-show Preparation

Performers will require 45 min for costumes and make-up between end of set-up and opening house.

Consecutive Shows Preset

Please schedule 45 min between shows.

Allow for 1.5 hours if shows span over a lunch or supper period.

Breakdown & Load out	<p>1.5 hour for breakdown and load out</p> <p>*Additional load-out time will be necessary for off-site parking</p>
Stage Requirements	<p>Min. Dimension – 15 ft wide x 10 ft deep x 10 ft high (see stage plot)</p> <p>Stage Floor – must be clear, level, and wet mopped before load-in.</p>
Lighting	<p>General Lighting – bright, soft, even coverage for stage area.</p> <p>Specials – are not required. 3 specials can be used for the Bureau (Rory), Storytime Cubby and the Upstage Window.</p> <p>Audience – our preference is to keep house lights at 25% for accessibility (See Part 2 Access and Inclusion)</p> <p>Lighting Cues – A cue sheet will be provided for Cozy Corner shows where actors enter the audience.</p> <p>*Lighting is run by venue staff</p>
Sound	<p>Wireless Mics – Company tours with 3 Shure GLXD14R w/ MX153</p> <p>PA System– Our Fender Passport 150 Pro PA System is available for venues with no in-house sound system.</p> <p>Sound Cues – There are no sound cues.</p> <p>Sound Levels – Set with Sensory Friendly practices in mind.</p>
Preshow Music	<p>We provide preshow music on an iPhone 6 Plus.</p> <p>*Preshow music is run by venue staff</p>
Audience Configuration	<p>Company tours with lily pads (13” foam circles) for floor seating and has audience configuration preferences for accessibility purposes (See Part 2 - Access and Inclusion)</p>
Front of House	<p>Company tours with “Meet the Characters” pop-up banner and “Calm Corner” break space resources for accessibility purposes (See Part 2 - Access and Inclusion)</p>

Dressing Room

Two changing rooms are required, with one non-public bathroom

*Please advise in advance if this is not possible so Company can plan accordingly

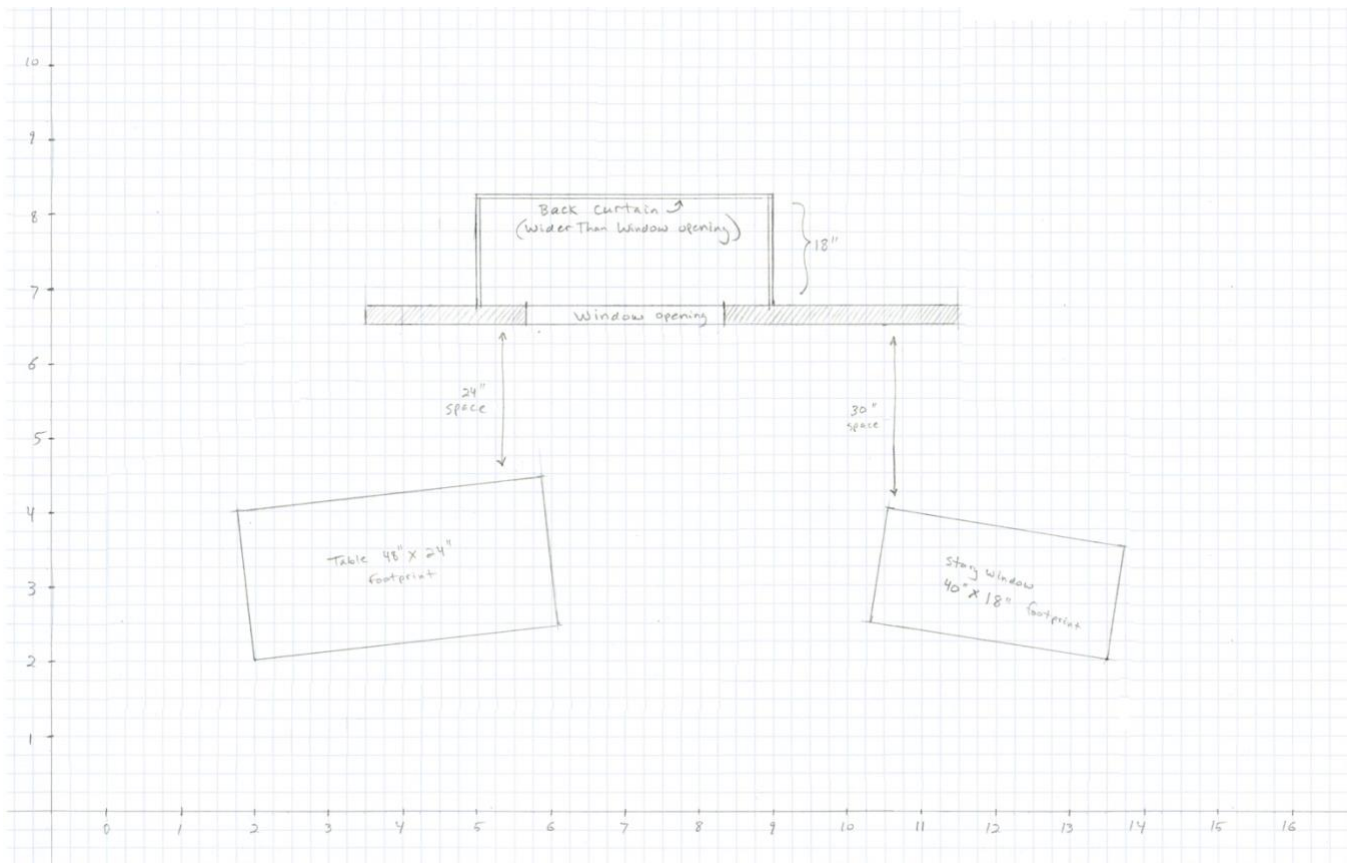
Housing

For 2+ day out-of-town events, venue will provide accommodations. Housing must be pet free, have separate rooms for male and female performers, and be within reasonable distance from venue.

Amenities

Company requests that venue provides meal(s) if consecutive shows are scheduled over lunch or supper periods.

Stage Plot



PART 2 | ACCESS AND INCLUSION

Cozy Arts has a deep commitment to welcoming all audiences. As we work to create accessible and inclusive experiences and spaces, we enjoy the opportunity to collaborate with and learn from the venues we partner with.

Sensory Friendly

Sensory Friendly (SF) practices are woven into every Cozy Corner production. To extend the SF practices to the entire experience, when possible, we recommend implementing the following accommodations:

- Space audience members so there is a seat or two between groups.
 - Keep house lights at 25% during the performance.
 - Set sound levels to mitigate and sudden or loud noises.
 - During the performance, allow audience members to enter and exit the theatre as needed.
 - Allowance for the use of tablets and smartphones in the theatre if used as a communication device for a child.
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Audience Experience

Company tours with lily pads (13" foam rounds). When possible, we ask that the space closest to the stage be reserved for lily pad floor seating.

Audience members should be allowed to stand while watching. We provide blue lily pads that can be placed along the sides of the audience space to create a nonobstructive area for standing.

General admission seating is preferable so that audience members can choose a seat that best suits their needs. If your venue uses an assigned seating system, we welcome a conversation to find creative ways to address audience recommendations.

Audience Resources

To help audience members prepare for their visit, we ask that you send the URL or PDF versions of the following Cozy Corner resources out with ticket confirmations and/or email reminders –

- [“Pre-visit Story”](#)
 - [“Meet the Cozy Corner Characters”](#)
 - [“I am an Audience Member!”](#)
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Customize Pre-Visit Story

We would love to customize our Pre-Visit document to best represent your theater. In order to do so, please send the following photos and information to welcome@cozyarts.org:

- Photo of your venue (outside)
 - Photo of your Box office or ticket counter
 - Photo of your lobby
 - Photo of the entrance to the theater / audience area
 - Photo of a Ticket from your venue
 - Photo of Entrance to the Bathrooms
 - Photo of Seating
 - Photo of Stage
 - Any unique information regarding the experience at your venue.
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Front of House

Resources – Please provide a space in the lobby for our “Meet the Characters” freestanding pop-up banner and a small table for our “I am Part of Cozy Corner” pre-show coloring page.

Calm Corner – Please designate an appropriate space to be used as a “Calm Corner” (break space). It can be in the lobby or other calm space outside of the theatre. * We will bring floor decals, books, and a bean bag chair for the break space.

Ushers – Please prepare ushers to welcome audience members with disabilities and to support audience members accessing our accessibility resources.

“Meet Your Seat”

When possible, please provide audience members the opportunity to “Meet Your Seat” before the house is open so that any anxieties or questions can be alleviated ahead of time.

Before the show, a company member can be called on to assist with showing puppets and/or stage elements to an audience member.

Preshow Speech

We ask that the staff member who delivers the pre-show speech wear, or hold, a Cozy Corner T-Shirt when introducing the show.

Please include the following information in the pre-show speech:

“In Cozy Corner you will be invited to sing and dance along. You can join if you want to, or you can watch and listen. Whatever feels best for you. If you need a break, there is a Calm Corner in the (add

description of where to find it). You are welcome to leave and come back whenever you want to”

Additional Support

If your venue provides any of the following resources, or would like to collaborate to offer these services, we will send you the support materials needed in advance:

- ASL interpretation
 - Assisted listening devices
 - Audio description
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Health and Safety

Our lily pads are made from high-density foam and are cleaned between venues.

Break out space resources such as books and fidgets are sterilized between venues.

Cozy Arts’ “Access & Inclusion Resources” are developed in collaboration with accessibility specialist, Mia Branco.