

**TECHNICAL SPECIFICATIONS
RAGROOF TEA DANCES - INDOOR**



Name of Show:	Indoor Tea Dance	Date:	18 July 2012
Company:	Ragroof Theatre	Revision No:	5
Contacts List:	<p>Company Administrator: Sophie Marszal Co. Mobile: +44 7774 097 311 Sophie@ragrooftheatre.co.uk</p> <p>Company Production Manager: Ivan Fabrega Mobile: +44 7813 812 858 Ivan@ragrooftheatre.co.uk</p>		
Description of the event:			
<p>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.</p> <p>Ragroof Theatre can offer various options:</p> <ul style="list-style-type: none"> ▪ Option A: the basic package, which gives you two artists co-hosting the event, providing dance demos/displays and assisting the teaching, plus 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 music 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. Total: four artists booked. ▪ Option B: As above, plus an additional dancing couple Total: six artists booked. ▪ Option C: DJ, Dance Instructor, plus three couples Total: eight artists booked. ▪ Option D: DJ, Dance Instructor, plus four couples... Total: ten artists booked 			
Touring Company:			
<p>The Touring Company totals :</p> <p>Dance tutor: 1 DJ: 1 Dancers: 2 – 8</p>			
Timings:			
<p>Set up time: 2-3 hours Event running time: 2-4 hours Get out time: 1.5 hours</p>			

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 (6m x 10m) 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 event 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 – 13 amp supply run out to PA desk with a 4 way distribution at end. All necessary cable covering and safety requirements to be provided and installed by the presenter.
- Please ensure the dance floor is clean, even/level for dancing on.
- **If arranged for us to use your PA it must have the following:**
 - 2 x CD players
 - 1 x DJ mixer, 6 channel (minimum)
 - 2 x 500w speakers (minimum)
 - 1 x Amp
 - 2 x phono inputs to plug in the DJ laptop
 - 1 x radio mic
 - 1 x cable mic
- 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 event 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.
- All catering equipment for tea ~ please see separate tea time tech spec for what we strongly recommend.

Company Provides:

- cake stands / cake plates x 10
- 1 large tea pot (serves 15 tea cups)
- 1 cake trolley (another can be brought at on request)
- Bunting
- **If hired in the package Ragroof will provide ~**
 - 2 x CD players
 - 1 x DJ mixer, 6 channel
 - 4 x 500w speakers
 - 1 x Amp
 - 1 x radio mic
 - 1 x cable mic
- table cloths x 10 (if required 1m x 1m pink gingham or 2m x 1m red)

Audience Profile:

- The event 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.