

## Technical Needs Request

When submitting a tech request for shows in the Ballroom or Ritsche auditorium, you need to supply the following:

### TECH RIDER, REHEARSAL SCHEDULE AND A DRAFT AND FINAL SCRIPT

1. **TECH RIDER.** Tech riders consist of equipment needs as well as tech needs throughout the performance. Tech riders should be provided before rehearsal and should include the following:
  - a. Sound
    - i. Number and type of microphones needed for each performer.
      1. There are 20 microphones maximum in the Ballroom (24 inputs in Ritsche)
      2. Breakdown of available microphones.
        - a. 12 wired handheld mics available. (16 for Ritsche)
        - b. 5 wireless handheld mics and 3 wireless lapel mics available.
        - c. 1 wireless headset mic available.

LINK: <http://stcloudstate.edu/atwood/reservations/AVTech.asp#WirelessMicrophones>

In terms of quality from best to worst: wired handheld – wireless headset– wireless handheld – wireless lapel. Strongly recommend not using wireless lapel. Their primary purpose is for spoken word and most difficult to control level.

- ii. List of musical instruments for each performer, if any.
        - iii. Number of monitors (speakers aimed at performers) requested by each performer, if any.
        - iv. All songs used in the performance need to be given to techs 1 day prior to event. Need songs on cd or flash drive. Do not give techs link to youtube or other online sources.
  - b. Lighting
    - i. Lighting needs for each performer.
      1. Stage lights.
      2. House lights.
    - ii. Lighting needs for emcee/DJ.
  - c. Stage Setup
    - i. Microphone placement for each performer.
    - ii. Instrument placement for each performer, if any.
2. **REHEARSAL SCHEDULE.** This is the time performers practice before the actual event. Rehearsals for all performers should occur at least one day before the scheduled event.
3. **DRAFT SCRIPT.** It is the initial list of what takes place on stage during your event with the order of performers listed on it. It needs to be given to the techs before rehearsal.
4. **FINAL SCRIPT.** It is the final list of what takes place on stage during your event with the order of performers listed on it. It needs to be given to the techs before the event starts.

There needs to be a contact person for the event. All changes to the event need to come from the contact person. 1 tech required for sound and 1 tech required for lights. Also, only the techs and the contact person are allowed in the tech booth during rehearsals and performances. No exceptions.