



CONTRACT RIDER: THE MOSCOW BOYS CHOIR® Revised July 2013

THE MOSCOW BOYS CHOIR®

Are produced by IAI Presentations, Inc.

www.iaipresentations.com

PHONE: (805) 474-8422

FAX: (805) 474-8426

THIS RIDER IS AN INTEGRAL PART OF THE CONTRACT BETWEEN ALL PARTIES. PLEASE SIGN BELOW AND RETURN WITH YOUR SIGNED CONTRACT.

If a website link exists to your venue's Technical Rider, please indicate the link address below:

_____.

For PRESENTER

Date

Venue/Presenter's Technical Director

Date

For IAI PRESENTATIONS, INC.

Date

YOU MAY RECEIVE AN ELECTRONIC LETTER WITH UPDATES TO THIS TECHNICAL RIDER PRIOR TO YOUR PERFORMANCE DATE (S). PLEASE GIVE A COPY OF THIS TECHNICAL RIDER, AND ANY UPDATES YOU MAY RECEIVE, TO YOUR TECHNICAL DIRECTOR SO THAT THEY HAVE A COPY AVAILABLE TO THEM WHEN SHOW MANAGEMENT ADVANCES YOUR DATE(S).

IF YOU HAVE ANY QUESTIONS OR PROBLEMS WITH PROVIDING ANYTHING IN THE RIDER, PLEASE CALL THE PRODUCTION OFFICE IMMEDIATELY.

THE COMPANY

THE MOSCOW BOYS CHOIR® is a company of approximately 30 people including the choir, the Conductor, teachers, chaperones, an American Company/Stage manager, and an American coach driver. The troupe lives as a family unit. If there is a social function, everyone should be invited. It is considered impolite to single out certain members for special treatment. It is extremely important that all communication with the Company or an individual regarding social or business arrangements be conducted through the Company/Stage Manager. Please give them all the information in writing so they can have it translated and communicated accurately to company members.

NOTE: It is REQUIRED that the piano, risers, lighting and sound equipment, and set dressings be PRESET prior to the company's arrival.

A. RISERS

Three (3) sets of 3-tiered choral risers (each approximately 4' wide) are required for this performance. The risers should be solid and sturdy, not unstable or rickety. There will be approximately twenty-eight (28) performers in the group. If necessary, the first row of performers can be accommodated on the stage floor. The front of each tier of risers should be covered in skirting (preferably black) to dress them. See Stage Diagram on Page 8.

B. PIANO, PIANO BENCH and PAGE-TURNER'S CHAIR

An upright or grand piano, **tuned before each performance**, and pre-set down stage right is required. Please note that the piano must be in good working order, none of the pedals should stick, and the piano bench should not be rickety. The piano bench must be adjustable, and a chair must be on-hand to be set upstage of the pianist bench for the page-turner, if necessary. See Stage Diagram on Page 8. The choir MAY request that a second piano in a rehearsal room for the accompanist to use for additional warm ups. **The need for the piano, the rehearsal room, and the page-turner's chair will be advanced by the Stage Manager and/or the Production Office, as these items may not be required.**



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C. STAGE LAYOUT, DRAPERIES, and DRESSINGS

The choir requires a cyclorama preset with primary colors of blue, red, and green colored gels as its backdrop. If no cyclorama is available, then a band shell or light colored backdrop can be substituted to highlight the darker colors of the performer's costumes. Since the program is a celebration of the Holidays, the stage should be pre-set, when possible, with appropriate Holiday decorations, such as a Christmas tree, bows, garlands, poinsettias, to lend a festive atmosphere to the concert. One (1) music stand preset directly in front of the risers will be required for the choir conductor to place her music on. Please, no platforms for the conductor, or music stands for choir members need to be provided, as they are not required. See Stage Diagram on Page 8.

A position with a chair is required backstage, with good sightlines to the stage for the Company/Stage Manager. Please note that the Company/Stage Manager's position must be on the same side of the stage as the performer's dressing rooms. Alternatively, the Company/Stage Manager may be set up in the lighting booth, provided that they still have quick and easy access to the backstage areas and dressing rooms.

D. CREW CALL

Providing all electrics, draperies, and sound equipment have been properly hung and setup, and other stage preparations as noted herein have been completed prior to the production's arrival, the company's load-in should take about 2 ½ hours. A representative from our offices will contact your technical director in advance to advise a tentative time of arrival and to go over other specifics of your engagement. Please note that the choir does not travel with any risers, lighting equipment, sound equipment, or draperies, so these items must be provided at your venue.

In ideal situations, the group will arrive about 2 ½ hours prior to curtain. Upon arrival, the Company/Stage Manager will, with the assistance of the theatre's crew, set lighting cues, as well as double check the stage set-up. Then, the group will take the stage for a 60-90 minute pre-show warm-up, at which time our Company/Stage Manager and your sound technician will set the sound levels. The choir will leave the stage 30 minutes prior to curtain. These times can be adjusted to accommodate earlier theatre doors opening (if your house opens one hour prior to curtain, for example) and when more technical adjustments are anticipated. All load-in and arrival times will be set well in advance of your performance (s) by the Production Office. These times will be re-confirmed at least one week prior to your engagement by the Company/Stage Manager traveling with the Production.

Load-In and Load-Out:

- One Stage Hand
- Lighting Technician
- Sound Technician

Run Crew:

- Sound Board Operator
- Light Board Operator
- Curtain Operator (If applicable)

The above crew numbers are subject to change due to local conditions.

THE MOSCOW BOYS CHOIR REQUIRES A CLOSED BACKSTAGE FOR ALL PERFORMANCES. No Media personnel or unauthorized persons shall be allowed in the back stage areas prior to, during, or after performances. Sufficient security personnel and/or ushers should be on hand to keep unauthorized personnel from all backstage areas prior to, during, and after all performances. No one is allowed backstage with video cameras, photographic equipment of any kind, or microphones, when the Choir is at the venue unless cleared in advance through the Company/Stage Manager or the Production Office. Any audience members wishing to meet with choir members after the show must obtain clearance from the company manager on the tour or, by contacting the Production Office in advance. All translations must be through IAI Presentation's official interpreter – NO EXCEPTIONS!

Please see Page 6, Item M regarding our Closed Load-In and Backstage Security Policies.



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E. **SOUND SYSTEM and COMMUNICATION SYSTEM**

NOTE: It is REQUIRED that all sound equipment be setup PRIOR to the company's arrival.

During certain songs, soloists will come down from the risers to perform. Because of this, the group **requires two (2) soloist microphones on stands** to be placed downstage right and downstage left of the risers, but upstage of the conductor. **All microphone wires must be taped down prior to rehearsal start for the safety of the performers.** (Please note: The soloist do not usually hold these microphones when singing, but leave them on the stands and perform a few feet back from them.) In addition, the group travels with a few hand held tympani instruments which accompany appropriate numbers throughout the show. No special microphones are required for these instruments. See Stage Diagram on Page 8 for approximate placement of the soloist's microphones.

Monitor speakers should be available for placement stage left and stage right so the performers can hear their musical cues and vocal feedback. They should be set downstage of the microphones mentioned above if needed. See Stage Diagram on Page 8 for approximate placement of the monitor speakers.

If your theatre's acoustics requires sound enhancement, then two (2) to four (4) area microphones suspended over the choir's performance area and one (1) piano microphone should be pre-hung prior to the group's arrival. If area microphones are not available, microphones on stands with cables may be substituted. Our suggestion for the approximate location of these microphones can be found on the Stage Diagram, on Page 8. Separate mixer controls will be required for these microphones, and the microphones should be connected through a mixer to the theatre sound system. **Any microphone wires must be taped down prior to the start of rehearsals for the safety of the performers.**

The Production's Company/Stage Manager will travel with appropriate pre- and post-show music on CD and show announcements that will be played/announced when the house opens, during intermission and after the show as the audience exits the theatre. **One (1) additional microphone** (either wireless with a body clip, or hand-held with an on/off switch) should be positioned at the Company/Stage Manager's position for any additional intermission and post-show announcements that may be required to be made by the Company/Stage Manager. Our Company/Stage Manager will call the show, cueing the lighting and soundboard operators, and, therefore, a **communication system** between our Company/Stage Manager and all house technicians will be required. Please note that our Company/Stage Manager's position must be set up on the same side as the dressing rooms. The Company/Stage Manager must have easy access to the choir and their dressing rooms at all times.

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(Lighting Requirements and Technical Rider Continued on Following Pages...)



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F. LIGHTING REQUIREMENTS

NOTE: It is REQUIRED that all lighting be hung, circuited, patched, and colored PRIOR to the company's arrival. There is limited time to prepare once the Company arrives, and our goal is for a smooth load-in for all concerned. We appreciate your cooperation and request that these preparations are ready BEFORE the Company's arrival.

Since the company does not require extensive lighting, no light plot is necessary for this Production. For general lighting, the company requires a simple, NOT TOO HOT, front light stage wash of No Color Pink (R33) to highlight the boys' faces. In addition, five specials will be used to highlight the following areas which are listed below in order from Stage Right to Stage Left:

- The area downstage of the piano bench, where the pianist takes his bows.
 - The 1st soloist microphone area stage right.
 - The downstage center area, where the Choir Mistress and performers sometimes take their bows.
 - The 2nd soloist microphone area, stage left.
 - The area just to the left of the risers, where the Choir Mistress sometimes takes her bows.
- (See Stage Diagram on Page 8 for location of these positions.)*

PLEASE NOTE: We look for subtle lighting, and deep, rich washes for most of the production, so we request for the mood of the show, and for the comfort of the performers on stage, that the lighting not be too strong, or "too HOT," on stage.

If a cyclorama is available, please have it gelled in primary colors of blue, red, and green. The pianist will require a special light hung and gelled in light blue. Also, a clip-on piano lamp gelled in light blue should be on hand in case additional lighting is required. In addition, the Choir MAY travel with gobos for use before, during, and after the show, and these will be advanced by the Company/Stage Manager or the Production Office. The washes and gobos, as available, will be used to create ambiance throughout the course of the show. Please have a ladder on hand so your lighting technician can mount production's gobos as necessary. If you have any Holiday-themed gobos in stock that we can use during the show (stars, holly leaves, snowflakes, sleighs, pine trees, gifts, nutcrackers, etc.), they would be much appreciated, and will add to the overall look of your show!

G. TEMPERATURE CONTROL

Singers are very sensitive to temperature changes and/or drafts. Because of this, each venue must be properly heated or cooled. All Dressing rooms, backstage areas, and especially the performance stage needs to be **free of all drafts**. The performers do participate in merchandise sales, signing autographs, and assisting with sales. Therefore, the area where they will be selling the merchandise in the lobby must also be free of all drafts during intermission and after the show, when sales are being conducted. Dependant on weather conditions, air conditioning or heating should be turned on prior to the group's arrival, and **turned off** during the Choir's rehearsal. This is because some cooling or heating systems can cause drafts across the performance stage. The air conditioning or heating units should be turned back on whenever the choir is not on stage, or, if your units do not cause drafts on the performance area, these units may remain on during their rehearsal. During performances, please heat or cool your venue for the comfort of your audiences accordingly.

H. DRESSING ROOMS

Two large chorus-type dressing rooms (approximately 13-14 people per room) are required for the performers, one star-type dressing room is required for the Choir Mistress and, if available, a small production office for the Company/Stage Manager near the dressing rooms with an outside phone line. These rooms MUST be adequately lighted and properly heated or cooled as indicated in Item G above. They should be near hot and cold running water, and have easy access to toilet facilities. Dressing rooms should be properly cleaned prior to the performers' arrival, and each dressing room should contain mirrors, chairs, and hanging racks or hooks, for the performers personal items and costumes. **If possible, about 30 clean hand towels should be provided for the Company's personal use in the dressing rooms.** No one except production personnel should be allowed in the dressing rooms during the production's stay. Please see Page 6, Item M regarding our Closed Load-In and Backstage Security Policies.

I. PERFORMER/CREW SERVICES

This agreement requires the presenter to provide hospitality for the 30 members of **THE MOSCOW BOYS CHOIR** during their load-in and performance(s). In addition, a hot meal is required if the company performs more than one show in one day, or, a hot meal may substituted for the sandwich service, if that is easier for you. Please have the hospitality pre-set prior to the group's arrival and have all items available to the group throughout their stay at your venue. If local health regulations require the changing out of certain food items, then those items should be replaced or replenished as necessary. It is important that the Company be provided with adequate food and drinks while at your facility. It is most likely that not everyone will enjoy their food at once, but will eat when they have time throughout their stay at your venue. **TO GO CONTAINERS should be provided for items not already in containers that the Group can take with them!**

Please remember to provide enough food, drinks, plates, napkins, forks, spoons, knives, and cups, for 30 PEOPLE. Quantities below are intended to allow company members to have more than one serving of some items. **If you are providing more than one food service, replenishing of items is necessary ONLY IF THE ITEMS APPEAR TO BE RUNNING LOW, OR, WHEN REQUESTED BY OUR CREW MEMBERS. We can help you cut food costs, so please contact us, and we will assist you with any questions on the food and drinks for the performers.**

Please note that most of the Company **does not require ice** for their drinks. It is extremely important that all bottled water, fruit juice, and fruit served to the performers be at **ROOM TEMPERATURE**, except for the milk, which should be chilled to a safe serving temperature. A small amount of ice and chilled beverages should be provided for the Americans in the Company, but only enough chilled items for three or four people is required.

Provisions for All Load-Ins & Each Performance:

Large Pot of Coffee (enough for 20 cups.)

Large Pot of Hot Water (enough for 50 drinks.)

Large Package of Assorted Tea Bags (Lipton or other brand of regular tea is fine, enough for 50 drinks.)

Cream, Real Sugar, Cups, Stirrers, and Spoons (enough for 50 drinks.)

ROOM TEMPERATURE Bottled Water (40-50 bottles.)

Assortment of ROOM TEMPERATURE Fruit Juices (orange, apple, cranberry, grape, etc., 40 individual cans/bottles.)

Whole Milk (1 Gallon, chilled to a safe serving temperature.)

Deli Meats Tray for 30 people (1 Large Tray of sliced Chicken, Beef, and Turkey. No Ham, and No Pre-Made Sandwiches, Please!)

Small Cheese Tray (1 Small Tray, enough for about 8-10 people only. Not all company members eat cheese.)

Garnish Tray for 30 people (1 Medium Tray, to include lettuce, sliced tomato, sliced pickles, and sliced onions.)

Condiments for Sandwich-Making (To include mayonnaise, mustard, and butter.)

Bread (Enough sliced white or wheat bread for about 40 sandwiches, OR, 40 individual sandwich rolls.)

Crackers (3 Boxes Total.)

Fruit (Cut up fruit is most desired, but smaller, whole apples, oranges, bananas, are also OK, about 30 pieces.) **(PLEASE NOTE THAT BERRIES AND GRAPES OF ALL KINDS ARE ENJOYED BY THE COMPANY, WHEN IN SEASON!)**

Assortment of Chips (In individual serving combination packs for 30 people, or 3 large bags.)

Assortment of Cookies (In individual serving sized combination packs for 30 people, or 3 large packages.)

A small amount of ice and chilled drinks as above for some performers and the American crewmembers (3-4 people only).

Hot Meal for 30 people: (Meals are required when there is more than one performance on the same day. If you are planning to provide a meal for the Group, please advise the Production Office in advance, so they can coordinate the meal and meal time with you. Please note that the majority of the company members are growing young boys and they tend to prefer PLAIN food, but can also eat A LOT of food! Please plan on each member of the company having two helpings of each item...Your hospitality is greatly appreciated!)

Main Meat Dish (Chicken, Beef or Turkey, served hot and plain, with any sauces on the side.)

Starch Side Dish (Pasta, Potatoes, or Rice, as plain as possible, without too much sauce, or with any sauces on the side.)

Fresh Vegetable Side Dish or a Green Salad (with any salad dressing on the side.)

Fruit (Cut up fruit is most desired, but smaller, whole apples, oranges, bananas, are also OK, about 30 pieces.) **(PLEASE NOTE THAT BERRIES AND GRAPES OF ALL KINDS ARE ENJOYED BY THE COMPANY, WHEN IN SEASON!)**

Dinner Rolls (with Butter).

Hot Tea and Coffee (Quantity as outlined for these drinks above.)

ROOM TEMPERATURE Bottled Water (Quantity as outlined for these drinks above.)

ROOM TEMPERATURE Fruit Juice (Quantity as outlined for these drinks above.)

Whole Milk (1 Gallon, chilled to a safe serving temperature.)

A small amount of ice and chilled drinks as outlined above for some performers and the American crewmembers (3-4 people only).

Important Note: In the event of a morning load-in, the Choir will most likely have had breakfast at their hotel before arriving to your venue. Unless otherwise notified, please DO NOT provide sweet pastries or breakfast items for their morning arrival, but keep to the menu as outlined above. If a breakfast service is required, you will be advised of this in advance by the Company/Stage Manager or the Production Office. As above, we request that NO PRE-MADE SANDWICHES be provided, as the performers prefer to make their own sandwiches (young boys can be picky!). For any questions on your food service, please contact the Production Office directly and we will be happy to assist you...the Group appreciates your hospitality!



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J. PARKING

The production will require a parking space for a 45-passenger tour bus at or as near as possible to the theatre loading door. If there is insufficient space at the theatre, presenters are required to make other arrangements. If a commercial parking lot is used, please advise the parking lot personnel, in advance, of the arrival and departure times of the company. Payment of any parking fees is the expense of the presenter and must be taken care of prior to the group's arrival. If the presenter is providing hotel accommodations for the group, then the presenter is also responsible for any hotel parking fees. Under no circumstances will the production pay for the parking either at the venue or at a hotel.

K. MERCHANDISE

There will be merchandise sold at each full-length performance by **THE MOSCOW BOYS CHOIR**. These items include, but are not limited to CDs, DVDs, and, possibly, audio cassettes. The group travels with their own sellers, who will require a 6' - 8' table pre-set in a prominent place in the lobby area of the theatre, draped in black, blue, or white tablecloths. IAI Presentations, Inc. should be notified in the performance contract of any house percentages on merchandise sales. If notification is not received by IAI Presentations, Inc. of house merchandise percentages upon signing of the performance agreement, then the presenter's participation in the proceeds of any concessions sold at that performance is considered waived.

L. COMPLIMENTARY TICKETS

The producers of **THE MOSCOW BOYS CHOIR** will require twelve (12) complimentary house seats held for their and their booking agent's use. At least 24 hours prior to your performance, a representative will notify you either by e-mail or telephone if they will be using these tickets. If IAI Presentations, Inc. has not contacted the presenter by that time, then those seats may be released for general sale.

M. MEDIA INTERVIEWS & CONTACTS/CLOSED LOAD-IN

IAI Presentations, Inc. and **THE MOSCOW BOYS CHOIR** endeavor to create the most memorable and exciting theatrical experience possible at each venue. Because of the technical nature of the show, the company's crew and artists are very busy setting up and preparing for your performance(s) from the time they arrive at the venue, until curtain time. **Therefore, IAI Presentations, Inc. requests that the load-ins be closed to the General Public and the Media. No interviews, photographing, or video-taping of the load-in or the artists is permitted at any time backstage, during the load-in, or after the show, and during load-out. Media photographers wishing to take photos during performances must obtain permission in advance from the Production Office. NO VIDEO-TAPING OF OUR PERFORMANCE WILL BE PERMITTED AT ANY TIME. The exception to this is for hard news tapings which must be very brief, and pre-approved by the Production Office!**

When time allows, artist Media interviews may be granted by the production office, but any such interview, or Media presence must be pre-approved by the management. Presenters requesting any such on-site interviews must first obtain approval by contacting the Production Office. **This also applies to TV news taping, archival tapings, and photographs of our performance.**

NO FLASH PHOTOGRAPHY IN THE THEATRE IS PERMITTED, AS IT IS DANGEROUS TO THE PERFORMERS AND DISTRACTING TO THE AUDIENCE.

The production office is happy to work with each venue on advance stories on **THE MOSCOW BOYS CHOIR**. Advance press interviews may be organized through the IAI Presentations' Production Office. For all Media interviews, a minimum advance notice of 24 hours is required.

Please see page 7, Item O for complete contact information.



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N. FEDERAL, STATE, AND CITY TAXES

Presenter shall pay and hold harmless the artists, agents and production company from any Federal, State, or City taxes, fees, dues and the like relating to the engagement herein and the sums stated herein and payable to the artists, agent or production company shall be free of such taxes, dues, and the like. This provision may not be amended, deleted, or cancelled without written agreement by the production company.

Withholding Tax Under Revenue Code Section 1441

The artists are performing under the aegis of a U.S. corporation, IAI Presentations, Inc. and are treated by IAI Presentations, Inc. as employees for U.S. tax purposes. IAI Presentations, Inc. is unrelated to the performers, being neither owned, nor controlled by the performers. Under these circumstances, there is no need for any U.S. person making payments to, or for the benefit of, IAI Presentations, Inc. to withhold U.S. income taxes under I.R.C.â 1441 other than to ask for and receive a W-9 from this corporation. If you have any questions please contact Mr. Daniel Smythe, the Internal Revenue Service's CWA Program Specialist. E-mail: daniel.s.smythe@irs.gov , Telephone: (321) 441-2494 (located in Florida, on Eastern Time).

O. CONTACT INFORMATION

Your Technical Director may obtain additional information required by calling or e-mailing IAI Presentations, Inc. Production Offices in California. We are aware that no two theatres are alike, and we are here to assist you in keeping your technical costs to a minimum. **THE MOSCOW BOYS CHOIR** can adapt to smaller stages and are extremely flexible. They are consummate professionals and can overcome virtually any technical problems and still give an exciting and satisfying performance.

Our offices and our Company/Stage Manager will contact you and your Technical Director to confirm the details of your performance and your technical specifications prior to the company's arrival at your theatre. During this interaction, we will answer administrative and technical questions, set load-in times, and confirm Group arrival times during the show advance. If you have questions regarding the suitability of your playing space, or are unable to provide items listed in this rider, refer any information to:

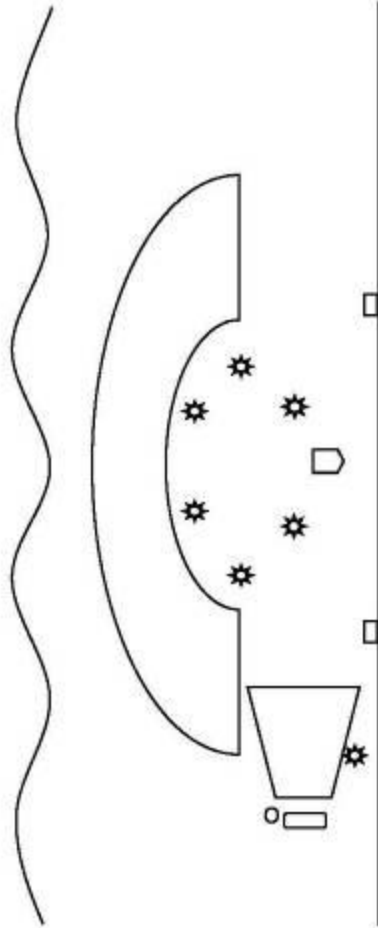
Production Office and Staff:

Mr. Don Hughes, President & CEO, Extension 14
Ms. Cynthia Dike-Hughes, Vice President & COO, Extension 12
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E-mail Information:

Mr. Don Hughes ~ don@iaipresentations.com
Ms. Cynthia Dike-Hughes ~ cynthia@iaipresentations.com

Stage Layout



This drawing is not to scale.

Key	
★	Microphone
□	Monitor
○	Chair
▭	Piano Bench
▭	Piano
⌒	Risers
▭	Music Stand
⌒	Cyc or Back Curtain
—	Front of Stage

*Notes: **Area mics** and **Piano mic** are only required if venue's acoustics need sound enhancement.
Page Turner's Chair may not be required, and will be advanced.