This information is provided to acquaint you with the technical/show requirements for the BYU Ballroom Dance Company (BDC).

**Personnel**

The Ballroom Dance Company is a group of student performing artists and technicians from the Brigham Young University Department of Dance in Provo, Utah. The company includes the following personnel:

- **Artistic Director:** Curt Holman
- **Technical Director:** Benjamin Sanders
- **Student cast & crew**
  - Stage Manager
  - Lighting Technician
  - Audio Engineer
  - 2 Stagehands
  - 32 Performers

The group travels in a 50-passenger charter bus. Adequate parking should be provided on site for the duration of the performance. Costumes, props, and technical equipment are transported in a 24’ box truck with sleeper and a lift gate (40’ length). The truck will need to remain parked at the dock or on site at the venue for the duration of the performance.

**Labor**

As an educational institution our goal is to provide “experiential learning” for our students in all aspects of the touring experience. The technicians and company members provide the majority of the labor for setup, show operations, and strike. At a minimum we require (1) stage technician with complete knowledge of and access to all lighting, sound, stage equipment and systems. The venue technician(s) must be on-site at all times when the company is in the facility.

We are willing to work within the contracted labor guidelines required by the venue. As an educational experience we ask you to allow our students to work with your crews when possible.

**Schedule**

Times are based on a 7:00 pm show time. Please adjust schedule accordingly for alternate start time.

- 1:00 Load-in
- 4:00 Spacing rehearsal
- 4:30 Dinner break: Provided by presenter at or near venue.
- 5:30 Sound check and final tech preparation
- 6:30 House open: Please check with the company stage manager prior to opening doors
- 7:00 90-minute performance with no intermission
- 8:30 Load-out will begin at the conclusion of the show and will take approximately one (1) hour.
  
  * Cast members will meet and greet audience members in the lobby after the show (15 min.)

**Stage**

The performance area (not including the apron, wings, crossover, etc.) should measure 40' wide x 30' deep.

The stage should have a smooth sprung wood floor. The floor should be painted black and be free of holes, cracks, splinters, nails, etc. Please have this area cleared, swept and mopped prior to arrival.

The stage should have black curtains at the side and back, wing space stage left and right for props and costumes, and a "cross-over" or a hallway up stage with easy access to both sides of the performance space.

The Ballroom Dance Company travels with and performs on a “Marley” dance floor. We will install it upon arrival using industry standard “gaffers” tape.
Separate dressing rooms with costume racks for 16 women & 16 men are required.

**House**
BYU Dance Productions require a technical control area in the house, preferably not under a balcony. 12 linear feet of space for lighting, audio, and video equipment is necessary. This control area will require a dedicated 20-amp electrical circuit.

A 6’ x 3’ space at the center back of house unobstructed by audience is required for placement of our video projector. This video projector will require a dedicated 20-amp electrical circuit.

*The in-house production spaces listed above may require “killing” of house seats. Please coordinate with the House Manager and Box Office in advance to avoid conflicts between patrons and production requirements.*

**Lighting**
All lighting will be operated from the in-house control table when possible. It will be necessary to provide a data connection to the house system from this position. Access to turn on/off the audience lights before and after the show is necessary. Requested venue provided stage lighting should be set prior to our arrival. We are willing to work with the house repertory light plot when available. *A light plot will be provided upon request.*

Venue provided lighting:
- Front Light: A 2 color (R05 and R54 or equivalent) front wash focused to evenly cover the entire performing area.
- Top Light: LED color mixing wash focused to evenly cover the entire performing area from over the stage. When LED lights are not available a 2 color (R79 and R321) top light is acceptable.
- Specials: 6 - 10' diameter circles (3 mid-stage and 3 down-stage) located and focused as per the provided light plot.

BYU provided lighting:
- Side Light: The company provides all necessary side light; 4 booms stage right, and 4 boom stage left, with 4 lights on each boom. These lights are LED fixtures and will require (2) 20-amp non-dimming electrical circuits.
- Moving Lights: The company uses four (4) automated lighting fixtures for special effect lighting. These fixtures will be hung on available battens or electrics based on the provided light plot.
- Control: The company travels with an IONxe lighting console; pre-programmed for the show.

**Sound**
The company travels with a complete sound system. However, we may choose to utilize part or all of the house system. A line feed from our console to the house sound system may be required. This will be determined on site by the Technical Director.

A wireless intercom system is provided by the company. Connection to the house intercom system is possible if needed.

**Video Projection**
The Ballroom Dance Company showcase uses a large projection screen for scenic projection throughout the show. It will be hung on a batten at the back of the stage when available. We provide all necessary rigging hardware to hang the screen.

The company travels with a projector and a variety of lenses to project from the back of the house. The projector will need to be placed in a location that is unobstructed by audience. Final placement will be determined on site by the technical director.

**Special Effects**
The show uses CO2 low ground fog, and strobes/flashing lights/UV lighting. Please let us know of any special safety requirements for use of these effects in your venue.


**Power**
A 100-amp company switch is requested for all on-stage lighting and sound equipment where available. BYU will provide disconnects and distribution. A local certified electrician is required to make the required connection.

If the requested company switch is not available, (5) 20-amp electrical circuits on stage are required for BYU provided equipment. (2) 20-amp electrical circuits in the house are required for BYU control and video projection.
**Performance Site Information**

Thank you for helping with our Technical and staging requests for this performance. We are anxious to give your audience the best show possible. To help facilitate this, please fill out our venue information performance site questionnaire at: [https://pam.byu.edu/ensembles/ballroom-dance-company/?sub-page=presenter-resources](https://pam.byu.edu/ensembles/ballroom-dance-company/?sub-page=presenter-resources)

Please also send all available technical information including floor plans, photos and technical contact information as soon as possible to Performing Arts Management.

**Contact Information**

**Karson Denney**  
Artist Manager  
BYU Performing Arts Management  
306 Hinckley Center | Provo, UT 84062  
Office: 801.422.3575  
E-mail: karson_denney@byu.edu

**Benjamin Sanders**  
Associate Director - BYU Dance Productions  
2231b Richards Building | Provo, UT 84602  
Office: 801.422.2110  
Mobile: 801.735.8346  
E-mail: benjamin_sanders@byu.edu