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epiphany studio productions

**PERFORMANCE NEEDS & REQUIREMENTS**

**PLEASE READ CAREFULLY**

**ACCOMMODATIONS:**

- When necessary for an overnight stay, we ask that housing accommodations be made for Epiphany's employees/agents with a host family, rectory, etc. within your community, in order to help keep your reimbursable travel expenses to a minimum. *\* If free housing is not possible then we require that the host organization arrange for other suitable lodging arrangements at their own expense or we will make our own arrangements and bill the host for reimbursement.*

**SPACE & SETUP REQUIREMENTS:**

- A performance space of approximately 20 feet wide x 30 feet deep is recommended for most of our performances. The more space we have to work with the better. We require that the space be cleared and obstacle free when we arrive to start setting up. **Please discuss with us any obstacles or size restrictions in the space before signing our performance contract.** Sometimes we can work with certain restrictions and sometimes we can't, depending on the play.
- We need to perform in a space with ceilings at least twelve (12) feet high. We're open to performing in church sanctuaries, but **if we perform in the sanctuary of a Catholic Church we require that the Eucharist be removed and reserved elsewhere for the duration of our setup, performance and post-show strike, in accordance with Vatican guidelines for non-liturgical events held in churches.**
- We request at least 6 – 8 hours of set up time prior to each performance in case we run into any problems during set up. Sometimes setup the day before the performance may be necessary. If set up time is more restrictive, you must let us know prior to signing our contract.
- We require a couple of able-bodied volunteers to help at least with the load-in and load out of our equipment before and after the show. Volunteer help is not required during set-up, but is very much appreciated if possible.
- We'll need three (3) tables that are 6' – 8' long available for us to use when we arrive and we need the use of an A-frame stepladder (at least 6 feet tall) during the setup and take down process.
- We need our performance space as dark as possible in order to maximize the effectiveness of our productions, since natural light washes out our theatrical lighting effects and can diminish the overall theatrical experience. If natural light will be present during the performance time, please find a way to cover the windows if possible.

**TECHNICAL NEEDS:**

- **Audio Needs:** We have all of the necessary equipment for our productions, but we prefer to tap into the house speaker system where we're performing if there is one. We will still operate all of our audio from our own sound mixing console, but we would prefer to run the sound through the house speaker system if the speakers are adequate – this saves us time setting up and could save you money if we don't have to ship our speakers for your event. Tapping into house speakers is typically a very easy, fast & safe process. Please let us know if this is not possible. If it is possible, we just need your sound system turned on with access to your system controls upon arrival for set up.
- **Electrical Needs:** We require access to at least four (4) separate 20-amp electrical circuits on separate outlets for our electrical needs. **This is a CRITICAL REQUIREMENT! You must have someone check the space for this requirement and check the circuits & outlets for good working condition before signing our performance contract. We also ask for the outlets in the space that are on separate circuits to be labeled upon our arrival.** You must let us know before signing the contract if we'll be working with some other electrical arrangement. Failure to do so will result in a breached contract and could result in a show cancellation.
- We require that someone knowledgeable about the technical capabilities of the space be on hand when we arrive or that we're provided with such a person's phone number to answer any questions we may have.