

## ACES ECA TECH RIDER

Please forward questions to Seth Harris, Technical Director: [sharris@aces.org](mailto:sharris@aces.org) or 203-777-5451 x 14308

<b>Organization Name / ECA Department</b>	
<b>Contact Name / Title</b>	
<b>Cell #</b>	
<b>Email</b>	
<b>Name of Event</b>	
<b>Description</b>	
<b>Event Dates &amp; Times</b>	
<b>Event Location</b> <i>*Include break-out spaces</i>	
<b># Participants / performers</b>	
<b># Audience seats</b> <i>*max: Arts Hall #200 (2-exits) / #300 (4-exits) Little Theatre #135</i>	

**\*NOTE:** As we now run all audio and video digitally via computer, we prefer to receive all media in file format as opposed to playable format. Acceptable file formats include but are not limited to: .mp3, .m4a, .aiff, .wav, .mov, and .m4v . Acceptable transfer options include but are not limited to email, optical disc (CD/DVD), flash drive, or external hard drive. Though no longer preferred, playable CDs and DVDs will be accepted.

**Will you be bringing in any outside items/equipment?      If yes, please complete table...**

<b>ITEMS OVERVIEW:</b>	List of items client is bringing into the space:   Items that require our staff to operate:  Items that require assembly:  Items that require storage:	
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**Will you require theatrical lighting?      If yes, please complete table...**

<b>LIGHTING:</b>	General looks desired:   Special lighting effects requested:	
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**Do you have audio requirements? If yes, please complete table...**

<b>AUDIO:</b>	<p>Do you require audio playback?                  If yes, what media format will you be using?                  Do you require live audio mixing?                  If yes, what mic style(s) do you require?                  Number of each style of mic?                  Will you be bringing in any amps?                  If yes, how many?                  Do you require any DIs or wireless DIs?                  If yes, how many?</p>	
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**Do you require use of ECA furniture/staging? If yes, please complete table...**

<b>FURNITURE/STAGING:</b>	<p>Do you require the use of ECA blocks?                  If yes, how many?                  Do you require the use of ECA furniture?                    If yes, please list:                    Do you require the use of ECA platforms?                  If yes, how many?                  At what height? (8", 16", 24", or 32")</p>	
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**Do you require any rigging? If yes, please complete table...**

<b>RIGGING:</b>	<p>Do you require any suspended props or scenery?                  If yes, movable or fixed?                  Please list each item with dimensions &amp; weight:</p>	
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**Do you require any projection? If yes, please complete table...**

<b>PROJECTION:</b>	<p>Do you require video playback?                  If yes, what media format will you be using?                  Do you require live video feed?                  If yes, will you be providing the camera &amp; video cable?                  Do you require a non-standard projector position?                  If yes, please describe:</p>	
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<b>SET DESIGN/STAGE SET UP:</b>	Please attach a detailed set design and or/ stage set up on a separate sheet of paper.
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<b>STAFF OVERVIEW:</b>	Do you require more than the 2 Technicians provided by ECA? If yes, how many additional ECA Technicians do you require? Will you be bringing in outside Technical Staff? If yes, for all non-ECA Technicians the following is required:		
	Name:	Responsibilities:	Contact Info:
	How many performers will you be bringing in?		
	How many front of house staff will you be providing?		

<b>SET UP:</b>	Requested number of audience seats:	
	Do you require a non-standard seating configuration? If yes, Please Describe:	
	Do you require folding tables (3'x6')? If yes, number of tables: location of tables:	
	Do you require non-audience chairs? If yes, number of chairs: Location of chairs:	

<b>CLEAN UP REQUIREMENTS:</b>

<b>ADDITIONAL QUESTIONS, COMMENTS, OR REQUESTS:</b>

<p align="center"><b>DISCLAIMER</b></p> <p><i>Your ACES ECA Tech Rider must be reviewed and approved by the ACES ECA Technical Director well in advance of your event to ensure that all of your needs are met. ACES ECA and its Technical Staff are not responsible for unavailability of equipment or services due to scheduling conflicts, safety issues and/or mechanical failures.</i></p>	<b>PRINTED NAME:</b> _____
	<b>SIGNATURE:</b> _____
	<b>DATE:</b> _____
	<b>TECH DIRECTOR</b>
	<b>SIGNATURE:</b> _____