**Venue Checklist**

**Access**

* Available at least 8 hours prior to audience arrival
* Allows 4 hours for load-out

**Transportation**

* Parking permit or space nearby that can fit (1) Grand Caravan, for duration of artist’s visit

**Dressing Rooms**

* (2) Dressing rooms
	+ Private, lockable, good ventilation
	+ Mirror
	+ (1) Chair
	+ hangers, hooks
	+ iron and ironing board
* Each dressing room must have private bathroom with toilet, shower, sink, running hot and cold water

**OR**

* Private bathroom in close proximity to stage and dressing rooms with toilet, shower, sink, running hot and cold water

**A bathroom shared with the audience is not acceptable.**

**Hospitality**

* Upon arrival, a light snack for 3 people (see rider for specifications)
* 2 ½ hours prior to performance, a full meal (see rider for specifications)

**Concessions**

* Venue provides tables and staff to sell concessions (videos, books).

**Audience Seating**

* Audience seats close to stage, without open space
* 100-200 seats, feels intimate

**Staging**

* At least 20’x20’
* (1) Backdrop 16’ long and 12’ tall will be dead hung upstage

**Props**

* Sand bags or stage weights provided for (4) 4x8 flats with jacks
* (4) straight back, stack type chairs on stage
* (1) table, eating height

**Electrical Power**

* (6) separate dedicated 20 amp, 110 Volt AC circuits
* (1) of those 6 circuits dedicated to stage, not attached to house PA or lighting system
* If necessary, electrician to be provided to hook up power.

**Audio**

* FOH position
	+ Same floor level as stage
	+ 8 feet in length
	+ Parallel to stage, full view of stage
	+ More than 30 feet from stage
	+ Less than 80 feet from stage
* Console Requirements
	+ 24 channels with 4-band EQ per channel
	+ 6 Aux busses simultaneously accessible
	+ 4 submasters
	+ 4 pre-fader, pre-eq sends
	+ 6 Compressors, 2 Digital reverbs, 1 high quality Digital Delay
	+ minimum of 4 monitor mixes, 1/3 octave EQ on each mix
	+ mains: Professional level 2 or 4 speaker system
	+ Talent-provided laptop requires an input to console and an electrical outlet.

**Lighting**

* Proficient lighting engineer provided
* Equipment **minimums**
	+ 12-16 PAR can style fixtures, with assorted gels
	+ 8 focusable fixtures (Source 4’s, Fresnels, etc)
	+ Rear or upstage truss with 16-24 instruments
	+ 4 specials over stage, two specials from front of house
	+ At least (1) quality hazer, water-based.
	+ 4-8 moving lights are preferred
	+ System capable of providing a full-stage wash
	+ Quality console