



BOVARD SHOW RUNDOWN TEMPLATE DANCE SHOW ADDENDUM

If your event is a dance show, please note the following:

1. The standard Bovard reservation only includes 1.5 hours of set up time. During this time we are able to set up for your reservation on a basic level. For a dance show, this time will be used to set up monitors (for audio playback), stuff gels into our lighting fixtures (based on your request), and complete any other requests. Lights will **not** be able to be programmed during this time.
2. For your dance show we suggest that you schedule out two different portions of time in addition to the standards for set up and tear down: programming time and rehearsal time.
 - Ideally programming time and rehearsal time (this includes blocking) should be separate.
 - For a standard 3-5 minute dance number, at least 30 minutes of PROGRAMMING time is required to program any lighting requests/cues desired.
 - If your budget is unable to accommodate this, then you will be required to have 15 minutes per dance number and be limited to 6 cues for that number.

Programming time can be allocated as follows:

30 minutes of programming time per song guarantees you a MAX of 8 cues (lighting changes) and an opportunity to run through the dance with the cues.

15 minutes of programming time per song guarantees you a MAX of 3 cues (lighting changes) per song. A run through of the song with light cues is not likely.

10 minutes of programming time per song only guarantees you 1 cue.

Reserving the space and a lighting tech on a different day to program is the only way to guarantee a full run through with lights the day of the show. They should allow 30 min per song to program on the additional day if they choose this option.

3. Additional programming time can be scheduled in advance of the day of your reservation. We can make arrangements so that a director and choreographers can come in and work with our lighting designers. Staffing fees will be applied to any programming time. However, any work done in advance will help cut back on overtime fees day of your performance.
4. When considering lighting requests please be sure to include as much information in the show rundown as possible. This should include costume colors, as well as any desired cues or looks. A Bovard Production Manager can then work to schedule sufficient programming time. If your requests cannot be completed in the time you have scheduled, this will also be discussed.