



Kitchen Sink Series

The Kitchen Sink Series at the Kitchen Theatre Company provides an opportunity for artistic engagement and community collaboration. Performers and artists from the community are encouraged to use our 99-seat theatre to share their work with a wider audience, including their usual supporters, and Kitchen Theatre-goers.

The Kitchen Sink Series welcomes many artistic expressions: theatre, music, and film. We encourage emerging artists to boldly share something new—be it traditional, experimental, or anything in between. We offer established performers the chance to explore a different space or a work-in-progress.

The Kitchen Theatre offers the opportunity to work within in a professional theater, to publicize events on our website and through our social media, and to perform in a convenient, comfortable downtown location, easily accessible to all of Ithaca.

This packet will provide you with the details of hosting your event at the Kitchen.

If you are interested in producing a Kitchen Sink, please fill out the attached form and send it to the Kitchen Sink Series Producer. Proposals must fit within the attached guidelines. If your proposal is approved, you will be contacted by the Producer and invited to visit the theatre. A letter of agreement will be drafted and then signed by both parties.

Please Note: Every Kitchen Sink performance is required to name a *Kitchen Sink Director*. This is the person who is in charge of the event and will sign the agreement with the Kitchen.

These guidelines provide an overview of the Kitchen Sink process, but if you have any questions or need further information, please contact Producing Artistic Director M. Bevin O’Gara at bevin@kitchentheatre.org.

The Space

The Kitchen Theatre is a 99-seat thrust stage. This intimate setting encourages a dynamic relationship between performers and audiences.

Lighting

Lighting for Kitchen Sink performances is restricted to the lighting plot that is in place for the Main Stage show that's running when your event takes place. The Kitchen can provide three general lighting looks for the Kitchen Sink performance. Depending on the light plot, there may be the option of more specific lighting, but there may not be more than ten (10) cues per production. Performers or Production Staff may not add, move, or refocus any instruments. The individual running the lights and sound must meet the experience level determined by the KTC production staff before running any equipment.

Sound

Kitchen Sink performers are welcome to use the Kitchen Theatre sound system, which includes four house speakers and a production desktop that runs QLab. Microphones are generally not needed in the space, and the theater doesn't own mics. Performers with microphones can, however, can plug them into the KTC sound system or their own sound gear.

Projections

The Kitchen Theatre has an 8' projection screen that hangs from the grid and a ceiling-mounted projector. Depending on the Main Stage set, there may not be a good location for the screen, so projections are not always an option.

Set & Stage

With seven (7) plays per season, KTC is almost constantly in production. It is very likely that during your Kitchen Sink performance, a set will either be in place or be in the process of being built onstage. Be aware that there is the possibility of some space restriction due to the set construction. The Series Producer will notify performers if any set pieces can be moved, stood on, leaned on, etc. Performers are welcome to use a limited number of KTC chairs or rehearsal cubes; however, the stage must be left as it was found before your performance or rehearsal.

Stage Management

The Kitchen Sink Director must provide his or her own qualified stage manager. The Kitchen Sink Producer will meet with this individual and the director before the first technical rehearsal.

Dressing and Green Rooms

Dressing rooms will likely be unavailable to Kitchen Sink performers. However, the Green Room may be available to double as a dressing space for performers. All trash must be properly disposed of at the end of the day.

Rehearsal

KTC can offer performers one three-hour tech rehearsal before their performance.

Storage

Performers may not store any rehearsal or performance items (including props and costumes) in the theatre, lobby, or backstage. All items brought into the building must be removed by the end of the rehearsal or performance.

Front of House

KTC will provide a House Manager and ushers. The lobby and inner lobby (including gallery artwork) will remain as they are.

Leaving the Space

At the end of rehearsals or performances, the Kitchen Sink Producer or a designated KTC staff member will have a walk-through of the space with the Sink Director. Performers, crew, and audience members must leave the theatre within a set time to be determined by the Kitchen Sink Producer.

Miscellaneous

Kitchen Sink Series Productions should not exceed fifty-five (55) minutes in length. Special circumstances may be discussed with the Kitchen Sink Producer.

A KTC staff member will give a short curtain speech before each performance.

There will be no smoking, use of fire, haze or any incendiary device in any production including candles. No exceptions.

There is to be no smoking anywhere in the building or within twenty-five feet (25 ft.) of the building.

The Kitchen Sink Producer must approve the use of liquid or food onstage.

Performers are expected to use the recycling receptacles in the lobby and green room and take extra care that all food garbage is properly disposed of.

Parking behind the theatre or alongside the driveway is not permitted. Metered parking is available along State St. The meters run 9-6pm, Monday through Friday (except holidays).

Performers will be charged for any damages to the building or equipment.

Marketing and Publicity

The Director or Company producing the Sink will be responsible for marketing the event. KTC cannot offer use of printers or copiers. The Kitchen will, however, post Kitchen Sink Productions on kitchentheatre.org/sinks.htm and on our Facebook page.

Posters and Flyers

The Kitchen Sink Producer must approve all posters and flyers before distribution. Each poster and flyer must include the Kitchen Theatre logo. If flyers or posters are created, KTC will post one copy on the lobby kiosk.

Press Releases

The Kitchen Sink Producer must approve all press release copy. Press releases must include proper acknowledgments and credits. KTC suggests sending your press release to media outlets 3-4 weeks before your performance.

Programs

The Kitchen Sink Producer must approve all program copy. Programs must include the Kitchen Theatre logo. Programs must be at the theatre at least one hour before curtain. KTC will collect four copies of the program for its records.

The following statement must appear in the program:

The Kitchen Sink Series is an outreach program of the Kitchen Theatre Company. It is intended to provide an opportunity for artistic engagement and community collaboration. Performers and artists, filmmakers and musicians, both emerging and established, are encouraged to make use of our professional 99-seat theatre to share their work with a wider audience. **This program is one of the programs supported by CFCU Community Federal Credit Union, the Kitchen Theatre's 2017-18 Community Engagement Sponsor.**

Please note that Kitchen Sink Productions are an outreach program curated by the Kitchen Sink Producer and are not included on the Kitchen Theatre Main Stage Series. As the Kitchen Theatre

Company is an Equity Theatre, any Sink production using AEA actors must make their own arrangements with the union.

Tickets and Fees

- In lieu of a rental fee, the Kitchen Theatre will collect the box office receipts when applicable.
- KTC will determine the ticket price for Kitchen Sink Productions. The standard Kitchen Sink is ticketed at \$15 per person. In some cases, a lower ticket price may be negotiated.
- Ticket sales will be limited to the ninety-nine (99) seats in the house.
- Kitchen Sink Productions will be given four (4) complimentary tickets total. Complimentary tickets will be held at will call the evening of the performance.
- Kitchen Theatre Company uses Ticket Center Ithaca for all Main Stage and Kitchen Sink Series ticketing.

Copyright

If the material to be performed is subject to copyright, it is the responsibility of the Kitchen Sink Director to gain the rights, pay for the rights, and give the KTC written confirmation that the rights have been granted. Proof of rights must be presented to the Producer by at least one week prior to the first performance.

Name of Kitchen Sink Director: _____

Phone Number: _____ **Email Address:** _____

Name of Company (if applicable): _____

What type of program do you plan to present? (Please mark one)

Theatre Dance Music Special Event Educational Other

Title of Event: _____

How many days will you need the theatre (including rehearsals, if necessary): _____

What are the tentative dates you would need access to the theatre: _____

Please provide a brief description of your intended program, and why you view KTC as an appropriate venue.

If you are presenting a performance, how many performances would you like to give? _____
(Please note, if selecting more than one performance, you must be able to fill more than one performance)

If you are presenting a performance, will this require attainment of rights? _____

If you intend to produce a play, please attach of copy of the script, a detailed plot summary, character descriptions, technical requirements, and solutions to any potential problems associated with a production of the script.

Signature: _____ **Date:** _____