



Kitchen Sink Series Handbook

The Kitchen Sink offers performers and groups within the greater Ithaca community the opportunity to perform in a professional theatre. If you have any questions about the guidelines or fees outlined within this handbook, please ask.

Production Guidelines

The Space

The Kitchen Theatre is a 99-seat thrust stage. (See Technical Specifications for ground plan.) Kitchen Sink Productions will take place on the set of KTC's Main Stage show.

Dressing rooms and storage will likely be unavailable. However, the Green Room may be available to double as a dressing room space.

KTC can offer one three-hour tech rehearsal in the space. In some circumstances, KTC may be able to provide additional time for tech rehearsals. Please indicate if this will be necessary in your completed application.

The theater (stage, lobby, Green Room, etc.) must be restored and all trash must be properly disposed of at the end of the day.

Lighting

Lighting for Kitchen Sink Productions is restricted to the lighting plot that is in place for the Main Stage show that's running when your event takes place. Performers or Production Staff may not add, move, or refocus any instruments.

If you have a qualified lighting designer, they may write their own lighting cues using the current plot. If you do not have a lighting designer, KTC will provide three general lighting looks for your performance.

The individual running the lights must meet the experience level determined by the KTC production staff before running any equipment.

Sound

Kitchen Sink Productions may use the Kitchen Theatre sound system and the Main Stage speaker plot if you have a person who is qualified to do so. The production computer runs QLab.

The individual running the sound must meet the experience level determined by the KTC production staff before running any equipment.

Additional Considerations

Any Kitchen Sink Production using AEA actors must make their own arrangements with the union.

If the material to be performed is subject to copyright, it is the responsibility of the Kitchen Sink production 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 KTC at least one week prior to the first performance.

Personnel

KTC provides a House Manager, box office manager, and ushers for each performance.

Kitchen Sink Productions must provide their own qualified stage manager if you would like to run lights and sound. KTC staff will meet with all stage managers before the first technical rehearsal to ensure they have the experience level necessary to run the equipment. If you do not have a stage manager, KTC can give you recommendations.

Marketing and Publicity

Kitchen Sink Productions are responsible for marketing the event.

KTC cannot offer use of printers or copiers. KTC will post Kitchen Sink Productions on kitchentheatre.org/sinks.html if you provide us with appropriate material.

Tickets and Fees

Ticket price and administrative fees are determined on a case-by-case basis. Please do not let financial concerns keep you from applying. KTC is happy to accommodate participation at all levels.

Technical Information and Available Inventory

Kitchen Sink Productions will have open access to the following items:

“Props:”

ITEM	DESCRIPTION	NUMBER AVAILABLE
Music Stands	Sturdy, black	8
Rehearsal Cubes	About 18”	3
Chairs	Different colors, mostly brown	20
Black Stools	About 18”	4

Sound:

ITEM	DESCRIPTION	NUMBER
Mixers*	Yamaha MG 12/4	1
Mac Desktop	Runs QLab	1
Speakers	15” House Speakers. Cannot be moved.	4
Microphones	Wired mic	1
Assisted Listening Devices		4
Clear Com two-channel wired system	2 backstage, 1 in booth, 1 can be set up in the audience.	4

* If you would like more information, please ask.

Please contact us for further information on show-specific ground plans and lighting plots.

Kitchen Sink Application

Name of applicant:

Phone Number:

Email:

Name of company/group (if different than the name of applicant):

Tell us about yourself/your team:

Title of piece:

Brief description of the piece:

If applicable, please provide a plot summary and technical requirements (i.e. does your play require large amounts of water on stage? Sand to fall from the sky? Glitter? Human Sacrifice? You get it.)

What is the tentative runtime of the piece?

Does your piece require the attainment of rights?

Have you presented this piece before?

How many performances would you like to have?

Scheduling of Kitchen Sink events depends on the Kitchen Theatre Main Stage production calendar. Please provide a few options for your ideal time slot or month in which you would like your production to take place.

Anything else that you would like us to know?

If you are producing a play, please attach a PDF of the script.

For film, music, and other performances, please attach a 10 minute recorded sample of your work.