

NCNC FILMS

General Technical & Logistics rider

Preface

This document, which serves as an annex to the NCNC project contract, indicates the overall technical and logistics requirements for the project.

As indicated in the project dossier, work on the project is spread out into 5 main stages: Immersion, Writing, Shooting, Assembly and Screening. Each stage includes both on-site work periods, in the neighbourhood, as well as offsite periods.

It should be noted that the actual technical needs on-site might inevitably vary somewhat from the ones indicated in this document due to the *specific requirements of each project and location*. Additionally, it should be noted that some requirements apply only to specific, limited periods of on-site work (i.e before shooting begins, during assembly etc.).

Due to the particularity of each location these specific requirements can vary greatly, depending on the context of the film, which is why a **reserved budget** of 1000€ should be set aside for unpredictable expenses.

In order to assure these needs are met we also require a designated **contact person from the organization who will serve as a production assistant**, capable of responding to our demands throughout the project.

It is important that the organization understands that despite the difficulty it may present, some decisions and technical demands are subject to artistic consideration therefore they might be delayed until the last possible moment or taken at later stages of the project (in some cases as late as 'post shooting stage').

On our part, the NCNC team can assure utmost responsiveness and flexibility. We are committed to informing the organization as early as possible of any demands which arise during the project.

Several additional documents will be produced and delivered at different project stages:

- An up-to-date **account of the team members** on location and of their hospitality and accommodation needs.
- A planned screening **route/itinerary map** will be provided to the organization shortly after the 'writing stage'. This itinerary might be subject to change during the 'shooting stage' and will be of use to your organization while assembling the corresponding list of required authorizations.
- A specific **Technical Rider** for the **Shooting** stage will be provided shortly after the writing stage is concluded.
- A specific **Technical Rider** for the **Assembly - Screening** stage will be provided shortly after the shooting stage is concluded.

1. Requirements for all on-site periods

- A local **liaison/production assistant** should be available throughout the different project stages. Tasks include: organize and coordinate meetings, search for contacts, information, objects, address neighbours and help prepare small catering at different occasions, etc.

*The liaison/production assistant workload (availability) throughout the entire project (during AND in between the different stages) is roughly estimated at **16 part time workdays**. Tasks will include: searching for information / requesting authorizations / maintaining contact with inhabitants between on-site work periods / applying for authorization of public space use / help with posting photos etc.*

- A **stage manager/tech assistant** should be available upon request throughout the project (including between the different on-site periods).
*The stage manager/tech assistant workload (availability) throughout the entire project (during AND in between the different stages) is roughly estimated at **100 hours in total**.*
- A **workspace/office** which can comfortably fit 7 people and which should be located in the vicinity of the village/neighbourhood centre. Preferably on ground floor or first floor. This workspace **MUST** have Internet access.
This workspace could be situated at the same location as the team's accommodations (Apt. or house), providing that the space is large enough and that it is separated from the kitchen and bedrooms.

2. Requirements prior to the 'Immersion stage'

- Locate and consider venues that might be adequate for the '**audience meeting place**' during the final presentation of the film. The venue should have a hall/auditorium seating at least 50 people: A local Cinema (IDEAL space), cultural centre, theatre, exhibition hall etc.
Once this space is located and established a meeting between the venue staff/management and the NCNC team should be scheduled during Immersion stage.
- Apply for an initial '**general photo placement authorization**' for posting photographs in public spaces (owned by the municipality) around the neighbourhood.
- Send the company a **list of musical groups** existing and working in the neighbourhood/village (choirs, municipal bands, schools, conservatories, musical groups, individual musicians etc.). We might request to arrange meetings with some of them during the Immersion stage.
- Send the company a **list of local associations and organizations** which work in the neighbourhood, any emblematic or note worthy local figures, people likely to provide relevant information about local stories and history, as well as a detailed map of the neighbourhood and any other information which you might consider useful and appropriate (research, archives, documents, images etc.)

3. Requirements from the 'Writing Stage'

- An **authorization to place a caravan** in the heart of the neighbourhood or village (in public space). The exact location will be communicated during the immersion stage, and should preferably have access to electrical power supply as well as WiFi access, if possible.
- A safe and preferably covered **parking place for the caravan** between the different on-site work periods. Caravan dimensions are: 4.90m in length, 2.45m in height and 2.20m in width.
- A **storage space** for our material. The material will arrive with the caravan, at which time it will be placed in the storage space until the moment shooting begins. The storage space should be safe and covered. Minimum dimensions: 8m² surface and 1.5m high

4. Requirements from the shooting stage on

- A **Workshop** space (at ground floor level or with adequate loading/unloading access), at least 60m² in size and centrally location, where amongst others scenography preparation the preliminary photo placement work will be carried out.
- Occasional **access to the selected venue** (audience meeting place) upon request.
- A large **stepladder**.
- One or two sound systems (CD player + amp. + 500/1000W)(To be Confirmed)

5. Requirements for the shooting, assembly and screening stages

- **2 volunteers** available throughout the assembly stage (except for the first day) that will help with posting photos and setting up the stes.
- **1 Sound technician**, as well as several stage hand, available during the screening days.
- **Authorization to post photos** in public space and in any pre-selected private space. The company uses a special protective gauze layer (tarlatan) in order to protect any surface from possible damage when gluing the photos onto walls, doors, glass etc..
- **Small/Domestic video display system** (DVD player or computer + monitor + cables + speakers), will be placed in the audience meeting venue on screening days (a documentary about NCNC films will be shown in the cinema/venue foyer during public entrance).

Communication and ticketing

- It is absolutely essential that the public be invited to view *A FILM SCREENING*, without giving out any additional details that might reveal what they are about to experience or the nature of an NCNC screening.
The element of surprise is one of the key ingredients of this project, which is why we insist that any communication relating to the project ALWAYS describes the *FILM* and should never make any reference to other aspects of the screening process, avoiding words such as: *ROUTE, COURSE, ITINERARY or SHOW*.
- The company will be responsible for creating the image for the film poster. The company is willing to collaborate and can help in developing the communication strategy and material for the screening upon request.
- An **advance ticket reservation mechanism** should be put in place in order to manage the box-office and audience access to the screening: There will be 4 audience groups on each screening day, consisting of 40 people per group and with a 30-45 minute interval between groups. Screening times MUST be confirmed and validated by the NCNC team prior to their publication.
- We require that any person who had participated in the project or who had been involved somehow in its creation and execution be offered **free invitations** to one of the groups. These invitations will be requested from the organizer by the NCNC team in

advance, and will be handed to the person in question by the company. It should be noted that in view of the nature of the project the number of free invitations might reach as many as 100 or more, depending on the specificities of each project.

Company hosting, accommodation and hospitality

1. NCNC Team requirements:

- Accommodation and warm meals for all team members throughout the on-site work period. In order to make the most out of the on-site work period the company would like to be housed and receive the catering services on-site, without having to travel to other neighbourhoods or villages.

>> *Preferences: a lightly furnished flat in a central location in the neighbourhood, trying to avoid hotels, for cost and practical reasons. Please consult the company in case of doubt regarding accommodation.*

- Special diets:
 - 1 diet **without seafood, pork and olives**, throughout the entire on-site work periods.
 - 1 **vegetarian** diet, from the last day of the on-site writing period, till the end of the project.

2. Participants and collaborators

- Habitually, a select local resident ends up playing a main role in the film, which usually means he is more involved in the project and dedicates more time to it. In this case we request that the **local resident meals** are included in the team catering during the shooting stage (upon company request).
- A **dinner/warm meal on screening days** for all the local residents and musicians who participate on screening day throughout the screening route (10-20 people).
- A **small catering of snacks/finger food and beverages** to all the local participants and people involved:
 - After the shooting of the collective scene (shooting stage)
 - After the film screening is over (screening stage)

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