



Technical Questionnaire

(Please forward to Venue's Technical Director)

Important Notes

- We welcome your technical information packet. However, we ask that you check to be sure that all technical contact names listed in the first section of this questionnaire are correct and up to date.
- Also, please enclose, along with this information packet, the following items:
 - a. Stage Floor Plan
 - b. Lighting and Hanging Position Plot
 - c. Repertory Light Plot (if available)
 - d. A line chart showing all lines, their use, capacity, distance from the smoke pocket, and distance from the proscenium.
 - e. If the theatre does have a fly system, please include a chart that shows the distance from the proscenium of all dead hung legs, teasers, travelers, and other dead hung items and all empty pipes.
 - f. Please include a circuit chart or list showing the number and location of all lighting circuits.
- Additional information that is helpful but not absolutely necessary:
 - a. Section cut of theatre and house with dimensions
 - b. Floor plan of theatre backstage showing dressing rooms, wings, etc...
 - c. Property plan which indicates exit and entrance to property, loading dock location, parking, etc...

1. General Information:

A. () Union Stage Crew () Non-Union Stage Crew

B. Type(s) of piano(s) available:

C. Type of Ladders or Personal Lifts available and heights and numbers of each:

D. Nearest grocery store where perishable props can be purchased: _____

E. Auditorium Capacity: Floor _____ Mezzanine _____ Floor _____
ADA _____ Total _____

2. Load-In Information:

A. Dock Height(s) _____

B. Can a truck with a 53' trailer back directly into the loading dock? () No () Yes

C. How many trucks can your dock accommodate at one time? _____

D. Is there anything unusual about your load-in access (ie: truck must park on an angle, etc...) If so, what is it? _____

E. Is Load-in point? () Dock Level () Not Dock Level () Directly On Stage
() Scene Shop () Other: _____

F. Must elevator(s) be used? () No () Yes If yes, please list all dimensions _____

G. Is it level from the load in area to the stage (no stairs, ramps, etc...)? () No () Yes
If not, please describe problems (stairs, ramps, narrow doors, etc...) _____

H. What are the dimensions of the largest and smallest door and/or passageway from
load-in area to the stage? _____

I. Can trucks and buses stay at the load-in area/ dock all day and evening? () No () Yes
If yes, is there shore power available for the crew bus? () No () Yes
If no, how close can the buses and trucks be located? _____

3. Communications:

A. Type and brand of headset communications: _____

B. Condition: _____ No. of stations and locations: _____

C. Do you have dressing room monitors? () No () Yes
Can pages and announcements be sent over them? () No () Yes

D. Will there be any conflicts with the use of a wireless frequency? () No () Yes
If yes, please list: _____

4. Stage & Pit Information:

- A. Width x height of proscenium: _____ x _____
- B. Distance from proscenium to edge of apron: _____
- C. Distance from proscenium to back wall: _____
- D. Offstage wing space: Stage right: _____ Stage left: _____
- E. Is there a crossover? () No () Yes Where? _____
- F. Describe location of backstage entrances to stage: _____

- G. Describe where entrances to the house can be made from the stage: _____

- H. Size of orchestra pit: _____ x _____ Depth of orchestra pit: _____
- I. Does the pit have a lift? () No () Yes
If not, does it have a cover that converts it to stage level? () No () Yes
- J. Is the floor resilient? () No () Yes
- K. Describe floor surface and color: _____
- L. Comments on stage space: (columns, permanent stage pieces, raked etc...) _____

- M. Comments on wing space: (permanent storage space, stairs, light cage, etc.) _____

5. Fly System:

- A. What type of fly system? () Hemp () Electric winch () Counterweight
If counterweight, is the system () single () double purchase
- B. How many line-sets are available? _____
- C. Describe what line-sets are unavailable due to permanent storage? _____

- F. Distance from Stage to Grid: _____ Distance from Grid to Ceiling: _____
- G. Is a cat walk available for work on the grid? () No () Yes
- H. Type of act curtain: () draw () guillotine

I. Color of act curtain: _____

6. Masking:

A. How many legs and teasers are needed to mask the stage? _____

B. How many legs and teasers do you have? _____

C. What are their colors and conditions? _____

D. Are they permanently hung? () No () Yes, If permanent, please list location from

curtain line: Set 1: _____ Set 2: _____

Set 3: _____ Set 4: _____

E. Do you have a cyclorama? () No () Yes If yes, what is it's color and condition:

F. Do you have a scrim? () No () Yes If so, what is the color and condition:

7. Electrics:

A. Company switch (power tie-in) location: _____

Amperage: _____ () 3-phase () Single phase 208 style

B. Dimmers and Controls

1. Brand and Model of Control Board: _____

2. () Computerized - go to letter a. () Manual - go to letter b.

a. If computerized, how is it programmed? () Keyboard () Faders () Both

Does it have a manual backup? () No () Yes

Does it have memory scenes or submaster grouping?() No () Yes

If yes, how many scenes? _____ How many submasters? _____

b. If manual, how many presets are available? _____ Submasters: _____

3. Capacity of Dimmers: _____ Dimmers at _____ Watts Capacity each

4. Is the system per dimmer circuit? () No () Yes

5. Type of dimmer: () SCR (solid state) () Auto Transfer () Resistance

C. Instrument Inventory (please list only working inventory)

1. Quantity & Description:

<u>Quantity</u>	<u>Type</u>	<u>Lens Size</u>	<u>Single or Double Lens</u>	<u>Wattage</u>	<u>Brand</u>
	Leko				
	Leko				
	Leko				
	Fresnel				
	Fresnel				
	Fresnel				
	Scoop				
	B.P.				
	Par 64	W / M / N / VN			
	# Each				
	Par 64	W / M / N / VN			
	# Each				
	Other				

D. Striplights

- Total number of units: _____ Length of unit: _____
 Number of circuits each: _____ Wattage of each lamp: _____
- Are they permanently hung? () No () Yes
- Type of Color: () Roundel - color glass filter () Changeable Color

E. Followspots

- Number available: _____ Location: _____
 Brand & Model: _____
 Type of Lamp: () Incandescent () Quartz () HMI () Arc
 () Other _____

F. Hang Positions

Front of House Positions:

	Distance from Curtain Line	Height from Stage	# of Circuits
Beam #1	_____	_____	_____
Beam #2	_____	_____	_____
Beam #3	_____	_____	_____
Balcony Railing	_____	_____	_____
Right Boom	_____	_____	_____
Left Boom	_____	_____	_____

Onstage Positions:

	Distance from Curtain Line	Height if Dead Hung	# of Circuits
1st Electric	_____	_____	_____
2nd Electric	_____	_____	_____
3rd Electric	_____	_____	_____
4th Electric	_____	_____	_____
Cyc Lighting	_____	_____	_____

8. Sound System:

Note: Please see the technical rider for the particular show, artist, or company that you are presenting for their specific sound requirements and sound console positions.

A. Is there a location within the house where our sound console can be located?

B. Brand and model of your mixing console: _____

C. # Input Channels _____ # Output Channels _____

Monitor Channels _____

D. House Amplifiers: Brand - How many / Model / Wattage / Condition

E. House Speakers: Brand - How many / Model / Wattage / Condition

F. House Monitor Speakers: Brand - How many / Model / Wattage / Condition

G. House Microphones: Brand - How many / Model / Wattage / Condition

H. Other Equipment (midiverb, processors, DAT, etc.) _____

9. Dressing Rooms:

A. Number of: Star (single occupancy) _____

Principle (2-3 person occupancy) _____

Chorus _____

B. Where are the dressing rooms located? _____

C. Are they equipped with () Mirrors () Make up lights () Sinks () Showers

() Wardrobe Racks () Toilets () Soap, Towels & Toilet Paper () Chairs () Benches

10. Laundry:

A. Do you have laundry facilities in your complex? () No () Yes

If yes, how many: washers _____ dryers _____

If no: Nearby Laundromat _____

Phone number: _____ Hours: _____

B. Recommended dry cleaner nearby: _____

Phone number: _____ Hours: _____

12. Comments and Closing:

Please use the area below for any notes you feel are important for us to have regarding your venue which have not been covered in this questionnaire. Thank you.

THANK YOU IN ADVANCE FOR COMPLETING THIS FORM!

If you have any questions, please contact:

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