

Technical Requirements

Booking Details

Name of Event: _____

Please complete all sections of the following tables.

The schedule needs to include a half hour break, for the staff, at least every five hours. Penalty rates will be incurred if breaks are not included or finish times are not adhered to.

Plenty Ranges reserves the right to insist on minimum staffing levels.

Date	/ /	/ /	/ /	/ /	/ /
Day of week					
Stage door Open					
Crew arrive					
Performers arrive					
Rehearsal					
Break / Vacate					
Crew Arrive					
Doors Open					
Performance					
Interval					
2 nd Act					
Performance ends					
Bump Out Begins					
Venue Cleared					

Audio Details

- 1 x SM58 microphone prompt side for announcements
- CD Backing Tracks (remember spare)
- Set CD player prompt side of stage
- USB / PC Based Backing Tracks
- 4 x Plate Microphones across front of stage
- 4 x Overhead Choir Microphones across front of stage
- ___ x radio microphones. (Hand Held)
- ___ x radio microphones. (Lapel) **PR approved tech must operate audio**
- ___ x corded vocal microphones & stands
- ___ x corded instrument microphones & stands
- ___ x direct inserts for guitars or keyboard
- Lectern & Microphone
- Band on stage
- Band in orchestra pit

- Plenty Ranges audio operator**
 - Client supplies audio operator**

Lighting Details

- Using standard rig
- Set spots 1,2,3,4,5,6,7,8,9
- Using Followspot 1 / 2

Additional Effects

- Haze Machine
- UV Lamps
- Molefaye Duet (Blinder)
- LED Side Lights
- Strobe Effect
- Arkaos Media Server – Display on LED Screens / Data Projector
- FX Package Platinum / Gold / Silver / Bronze
- Pyrotechnics
- Lasers
- Naked Flame

- Plenty Ranges lighting operator
- Client supplies lighting operator
- Plenty Ranges followspot operator
- Client supplies followspot operator

Audio Visual Details

- Data Projector **(Source?)** _____
- Project on to Scrim / Cyclorama / Downstage Screen
- DVD Player required
- Laptop computer required
- AV operated from prompt side stage
- No AV used**

- Plenty Ranges supply an AV operator
- Client supplies AV operator

Fly Line Details

- Using Mid / Upstage Tabs
- Using Mid Tabs (French Action Only)
- Using the Mirror Ball
- Using Scrim
- Painted back drops
- Flown Sets (check rigging points)
- Balloon or glitter drops or shots
- Nothing is being flown**

- Plenty Ranges supply a mechanist

Staging/Set Details

- _ x Music stands
- _ x Chairs required. Stage / Pit **PR chairs are not to be used for dancing**
- Prop swords or guns? **Controls in place?**
- Material dropped from above?
- Orchestra pit level? Stage / Pit
- Small sets and props
- Large scale sets and props
- No sets or props
- All sets and props are to be removed at the end of the night**

Stage Manager Name

Video Details

- Camera in centre of M row. **Reserve seats M24-26**
- Company name: _____

Note (Summary)

➤ **Plenty Ranges supply 2 / 3 technicians**

- Lighting
- Audio
- Mechanist
- Stage manager
- Follow spot operators
- Stage Door Supervisor

➤ **Client supplies**

- Lighting
- Audio
- Stage manager
- Follow spot operators

Dressing Room Details

- Dressing rooms 1 to 4
- Green Room
- Green Room required for rehearsal**
- Woodstock Theatre **Extra Charges Applicable**
- Woodstock Theatre required for rehearsal**
- Eucalypt Room **Extra Charges Applicable**

Front of House Requirements

- Flash photography **is not** permitted
- Video cameras **are not** permitted
- Latecomers can enter between items or during blackouts only
- Latecomers can enter anytime
- Wheelchairs expected? Where?
- The performers come into the auditorium from the dressing rooms / Foyer as part of the performance
- Commercial Merchandise including photo, video and food sales in the foyer? Extra charges applicable. REF - Contract - Clause 11 - Minimum \$250.00 Charge.**
- Performers are dropped off at **Stage Door**.
- Performers are picked up from **Stage Door / Woodstock**

Audience Details

- _____ Tickets sold/expected to sell
- Interval during show?

Confirmation sign off

I agree that the above information is correct. I understand that a quote will be derived from this information and subsequent changes to the requirements indicated above may not be available and could incur extra costs to those quoted.

Name: _____

Date: _____

Signature: _____

