

TECHNICAL REQUIREMENTS

EVENT: _____

DATE(S): _____

CONTACT NAME: _____ PHONE: _____

FAX: _____ E-MAIL: _____

Technical Schedule

Time of load-in _____ Time of load-out _____

Do you require Showplace to provide a load-in/out crew? _____ # _____

Time of light focus (cue to cue) _____ Time sound check: _____

Doors open to public _____ Approx. Time event will be over: _____

Length of event _____ Will there be an intermission? _____

Staging

Do you plan on using the Main (red) Drape? _____ Do you wish to use the orchestra pit? _____

What Stage Backdrop would you like? White Cyclorama _____ Black Traveller _____

Is parking required? (at added cost) _____ Placement of Acoustic Panels (in/out) _____

Are you planning on using Showplace's risers? (max 8) _____

Lighting

Do you require a followspot? _____

Do you have your own lighting design or are you using the house plot?

house _____ your own design* _____

Sound

Do you require any wireless microphones? handheld (max 5) _____ clip-on / hairline (max 12) _____

Are you using our Piano? _____ Will you be needing music stands? _____ # _____

Will you be bringing any equipment? _____

Additional sound & lighting requirements

Please provide a detailed description of the Sound and Lighting Requirements you would like for your event on reverse including placement of special lighting, location of microphones and monitor speakers. Also please attach a copy of our stage drawing showing the layout of your set and performer locations.

*Notes: * All time to rehang the house plot after the show will be billed back (please contact technical director for a time estimate)*

Lounge / bar requirements & set-up (i.e. Post-Show Reception)

Catering

Merchandising

Special Requirements for Front of House / Ushers

Additional Requirements:

Date _____ Signature _____