

Richmond Ballet Technical Information Inquiry

Introduction

This form is based on the USITT Guideline for a Technical Information Package. It is intended as a means for us to gather information about your theatre, including staging, rigging, lighting, sound, wardrobe, props, management, and any contact information necessary for our productions that may consider the use of your facility. Please include any available floor plans, circuit charts, diagrams etc. in its respective heading or at the end of the form as an attachment. Please be as detailed as possible, while remaining succinct and to the point. Please provide information about each field to the best your knowledge.

A full copy of the USITT guidelines complete with examples can be viewed online at: <http://www.usitt.org/bookstore/downloads/U84%20StandardTechInfo20050609.pdf>

Outline

Please include the following information about your theatre, if there is any other specific information regarding your theatre that is not listed here, please include it as well.

COVER PAGE

Plases include a cover page including the following information:

mailing and street address (including Zip+4),
phone, fax,
electronic mail

GENERAL INFORMATION

Technical Services: staff names, positions, phone numbers, fax numbers, E-mail:

Programming: names, phone numbers (Programmer, Producer and House Manager), fax numbers

Box Office: names, phone numbers (optional)

Area Hotels: names, phone numbers, address, distance from theatre (list three or four)

GENERAL INFORMATION (continued)

Taxi Services: names, phone numbers

Restaurants: names, phone numbers, addresses, cuisine, distance from theatre, (list three or four)

Handicapped Access: quantity and location(s) of handicapped seating and facilities

Emergency numbers: (note if "911" is used to dial emergency services)

Fire: phone number, address:

Police: phone number, address:

Ambulance: phone number, address:

Hospital Emergency Room: phone number, address:

Urgent Care Clinic: phone number, address:

Chiropractic Clinic: phone number, address:

Dental Clinic: phone number, address:

Parking: where to park trucks, busses and cars, list any problems

Laundry: name, phone number, address

Travel Directions: from north, south, east, and west

MANAGEMENT

Production Room: location, note availability of phone lines, computer lines, output devices, fax machine, copier, modem

Green Room: size, location, relationship to stage and dressing rooms

Stage Manager's Console: location, audio monitor, video monitor, production communication

Rehearsal Room(s): size, location of each, type of floor, # of available dance barres

Crews: type of crews (union, student, volunteer, etc.); availability; if union, Local #, name and phone number of business agent

Handicapped Access: location, description

Policies: house open time, alcohol use, smoking areas, etc.

LOAD-IN AREA

Dimensions: width and height of dock, number of trucks that can be accommodated, description and size of access to stage, note if special loaders are required

Map: include here, or as an attachment, if attached, note here, i.e. "See Attachment"

CARPENTRY

Seating: number of seats with orchestra pit and without orchestra pit; note if chart is provided, i.e. "See Attachments"

Stage Dimensions:

Proscenium: width and height, stage depth, apron depth

Wing space: stage right, stage left, list any obstructions

Grid height: from deck to top of grid surface

Orchestra pit: width, depth, elevator type and operation
(this entry may be repeated under **PROPS**)

Stage height: relative to auditorium floor

Stage Floor: material, color, condition, available traps; note any fasteners that cannot be used in this floor

House Draperies (Goods):

House Curtain: color, type, location, manual or powered

Legs: quantity, color, size, flat or sewn-in fullness

Borders: quantity, color, size, flat or sewn-in fullness

Full Stage: color, size, flat or sewn-in fullness

Scrims: quantity, color, size

Cyclorama: color, size, fabric, seamed or seamless

Line Set Data:

Line Plot: provide as an attachment and note that fact here, i.e. "See attachments";
List all immovable pieces such as shell ceilings, and other dedicated storage pipes;
Leave space in margins for notes

Working height of battens: high trim, low trim

Battens: quantity, length, pipe diameter, on-center distance and number of lift lines

Type: single purchase, double purchase, winch, motor assist, hydraulic, rope; note number of each

Arbor capacity: maximum load (in pounds) per pipe

Available weight: amount and location

Winch capacity: maximum working load

Loading gallery: location, access

Pin rail: location, height

Support Areas:

Crossover: dimensions and location

Access: from front of house, dressing rooms, green room, etc.

Shop Area: location, accessibility, type, equipment

Storage: describe area(s), list dimensions, availability, accessibility

Notes: list anything unique about the stage, shop, rail, line sets, etc. that may affect load-ins and stage use

LIGHTING

Power: voltage, phase, amperage (e.g. 120/208V; 3 phase, 400A/leg);
list all available power sources and locations; note anything unusual such as no separate
ground, non-standard connectors, type of tie-in, need for a licensed electrician, etc.

Dimmers: quantity, type, capacity (kW per dimmer), quantity of spare and replacement dimmers

Control Board: manufacturer, model, software release, e.g. V6B, location, Available remote

Houselights: control location; note if board operator cannot control

Circuits: number, capacity (amperes), type (moveable or fixed), Connector: stage pin, twist lock,
socapex etc

DMX Ports: Please list locations:

Circuit Chart: add an attachment with note, i.e. "See attachment"

Front of House Transfer: required connection, quantity and capacity of dimmers/circuits
Involved

Front of House Positions: length of throw and angle for box booms, beams, balcony rail,
any other house locations

Equipment Inventory:

Front of House Instruments: quantity, type, manufacturer, gel frame size, wattage, type
of connectors, etc. Please attach drawing if a standard house hang is used.

Stage Instruments: quantity, type, manufacturer, gel frame size, wattage, type of
connectors, etc.

Followspot(s): number, brand, lamp, color cut size, standard location

Hardware: top hats, barn doors, pattern holders, booms, ladders, lifts, scaffolding etc.,
quantity and size of each item; note if boom circuits must run across stage floor or if
boom circuits are not easily accessed

Cable: quantity, length, gauge, kind of connectors, quantity of two-fers, available
adapters, i.e. type and quantity

Film, Video, And Projection Equipment: type, quantity, lens sizes, etc. (this entry
may be repeated under **PROPS**)

Notes: list anything unique about lighting areas, power, equipment, etc.; list additional amenities such as video monitors, cue lights, telephones, and running lights

SOUND

Power: voltage, phase, amperage (e.g. 120V 1 phase, 15, 20A circuits); list all available power sources and locations; note anything unusual such as no separate ground, nonstandard connectors, type of tie-in, need for a licensed electrician, etc.

Wiring: quantity and location of all inputs and outputs; note any special requirements for cable runs

Control Locations: booth location; house mix position(s) including size, specific location, and removable seats; power and line signal; note if position is under a balcony; length of “snake” required to reach sound locations

Hearing Assist System: type, quantity of patron receivers

Monitor/Paging System: areas covered (e.g. dressing rooms, green rooms), program input and capabilities

Production Communications: manufacturer and model, number of channels, number of headsets, location of stations

Equipment Inventory:

Mixing Consoles: quantity, manufacturer, model, number of inputs/outputs for each console

Fixed Speakers: quantity, manufacturer, model, wattage of LF and HF power, description, location

Portable Speakers: quantity, manufacturer, model, wattage of LF and HF power, description, dimensions

Microphones: quantity, manufacturer, model

Playback: quantity, manufacturer, model, speed, and type, e.g. reel to reel, CD, cassette

Signal Processors: quantity, manufacturer, model, description of each item

Amplifiers: quantity, manufacturer, model, output power, location if fixed

Cable: quantity, length, connectors types, snakes, direct boxes; available adapters, i.e. type and quantity

Notes: list anything unique about sound areas, power equipment, etc.

PROPS

Orchestra Pit: width, length, adjustable or not; if an elevator, list standard heights and operation requirements (this may be repeated in **CARPENTRY**)

Music:

Chairs: quantity, manufacturer, model, color

Stands: quantity, manufacturer, model, color; note if a conductor's stand is available

Stand lights: quantity, power, availability of stringers and dimming

Conductor Podium: quantity, style, height, access

Orchestra Shell: quantity, manufacturer, model, size, color

Platforms: quantity, size, manufacturer, model, materials

Dance Floor: quantity, size, color, manufacturer; note if there is a problem with tape

Lecterns: quantity, style, color

Notes: list anything unique about prop areas

WARDROBE

Dressing Rooms: quantity, type, capacity, and location in relationship to stage and green room; list standard equipment, e.g. showers, sinks, tables, mirrors, make-up lighting, clothes racks (type and size)

Wardrobe Area: location, description, accessibility to stage and dressing rooms, number of electrical circuits.

Irons: quantity

Ironing boards: quantity

Steamers: quantity

Washers/dryers: quantity, location, coin operated

Racks and hangers: quantity, type, size (height, width, depth)

Quick Change Booths: quantity, size (height, width, depth), mirror, possible locations

Notes: list anything unique about wardrobe areas, equipment etc.

STANDARD ATTACHMENTS

Map detailing theatre location: indicate "North" on map

Plan of the theatre: 1/4" scale or larger

Centerline section of the theatre: 1/4" scale or larger

Line plot of the theatre: complete list, include all storage lines

Photographs of stage and audience seating

Seating chart

Circuit chart

Policy handbooks