



## **STAGE REQUIREMENTS**

### **SEATING ARRANGEMENTS**

Seating Requirements: Maximum (750)  Minus 3 rows for Extended Stage/Orchestral Pit (710)

Scenic/Set Design: Basic Yes  No  (*All Black Soft Goods Set Up-Back Drops, Cloth Legs and Borders*)

Acoustic: Shells Floor Yes  No  Overhead: Yes  No

Storage Rooms Key Request: Yes  No

### **Draperies:**

Grand Curtain Yes  No

Black Backdrop Yes  No

White Backdrop (Cyclorama) Yes  No

Scrim: Black  White

Cloth Legs: Black  White

Borders: Black  White

## **SCENE/SET DESIGN**

### **Stage Dimensions:**

*Width: 32' with Cloth Legs*

*Depth: 25' 10" from Main Curtain Line to Upstage Trough*

*Width of Performance Area can be increased by folding Cloth Legs*

*Forestage: Width: 37'*

*Depth: 12' at Centre Line tapering to 9' at both ends*

Will Scenery or Decorations be Hung on Fly Bars: Yes  No

List the Bars to be used with Scenery or Decorations: # # # # #

Will there be any Free Standing Sets or Decorations on Stage: Yes  No

Plants: Yes  No

Piano: Yes  No  Bosendorfer Grand  Chang Upright

Choral Risers: Yes  No  Number to be used: \_\_\_\_\_

Platforms: Yes  No  Number to be used: \_\_\_\_\_

Music Stands: Yes  No  Number to be used: \_\_\_\_\_

Orchestra Lights: Yes  No  Number to be used: \_\_\_\_\_

Orchestra Chairs: Yes  No  Number to be used: \_\_\_\_\_

Conductor Stand and Podium: Yes  No

Dance Mats: Yes  No  Colour: Black  Grey

Wheel Chair Lift: Yes  No

Lectern: Yes  No

Projector: Yes  No

Other Stage Requirements:

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### **AUDIO REQUIRMENTS**

**AUDIO:** Silver (Basic Audio Pkg.) Yes  No

Note: The Basic Audio package is as follows:

- 6 Hard-Wire Microphones (*To be used for voices only or 1 microphone can be used on an instrument*)
- 4 Wireless Microphones (*Hand-held or Body Pack*)
- 4 Audio Monitors ; Play Back - CD

NB: If the audio requirements are outside the basic package, an **Audio Engineer** must be hired by the producer to run the audio aspects of the event.

**BAND:** Yes  No  (*Once there is a band a Technical Rider must be provided*)

List in detail the setup that the audio aspects of your production will require:

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**PROJECTOR:** Yes  No

Picture Format:  (Images must be in **JPEG** format) Motion Picture:  (Must be a **DVD** format)

**RECORDING:** Yes  No  Type: Video  Audio

Purpose of Video : Archival  Promotional  Commercial

*A letter addressed to the General Manager stating the type and purpose of your recording will be required before the production.  
The letter should also state who is authorised to record the event.*

### **Live Media Coverage:**

For video recordings, state the number of cameras: \_\_\_\_\_

**LIVE BROADCASTS**

Live Radio Broadcast: Yes  No  Name of Radio Station(s): \_\_\_\_\_  
Live Television Broadcast: Yes  No  Name of TV Station(s): \_\_\_\_\_  
Live Internet Broadcast: Yes  No  Name of Contractor: \_\_\_\_\_

Media personnel are required to complete their set up at least **2 hrs. prior** to the start of the show.

**LIGHTING REQUIREMENTS**

LIGHTS: Silver (Basic Lighting Pkg.) Yes  No

Note: The Basic Lights package is as follows:

- 30 White Lights to cover full stage
- 15 LEDs to create colour on cyclorama
- 10 LEDs to create colour on stage from overhead

If the lighting requirements are outside the basic package, a **Lighting Designer** must be hired by the producer.

List in detail the set up that lighting your production will require:

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Follow Spots: Yes  No

Additional Effects (Low lying fog etc.) Yes  No

***NB:Lighting Designer must provide a LIGHTING PLOT to the Technical Coordinator 1 week before load in.***

**INTERNET ACCESS**

Will you require Internet access? Yes  No   
*(Clients are allowed one (1) complimentary internet access code. Any additional codes will be at an additional cost.)*  
Will you require any additional access codes? Yes  No   
How many additional codes will be required? 1  2  3  4  5

**ANY OTHER INFORMATION**

Please list any other technical requirements not mentioned above:

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***For clarification or assistance with completion of this form, pls contact:  
Technical Co-ordinator Celia Wells at 298-9071 ext 2320 or email cwells@queenshalltt.com***