**TECHNICAL REQUIREMENT FORM FOR PERFORMANCES**

**Name:** …

**Contact details:** …

**Team (+ contact details)**

…

**Event title:** …

**Event description:** …

\*When filling out this form please make clear what is a necessity for the event to run, and what things you would make use of in an ideal situation.

**Audience**

|  |
| --- |
| Is there a minimum or maximum size for the audience? |
| Will the audience be sitting or standing? |
| Do you have any specific seating requests? (eg. configuration) |
| Other: |

**Physical/set requirements**

|  |
| --- |
| Do you need a certain size of/ specific room? |
| Will you require people to help you set up and/or strike? |
| Do you require platforms/risers? |
| Do you require set pieces eg. Chairs, tables, boxes? |
| Will you require a backstage area? |
| Other: |

\*If you have a floorplan or similar that can be attached to this document that would be greatly appreciated.

**Costume requirements**

|  |
| --- |
| Are there any pieces of costume you may need to borrow? |
| Will you need a place to store your costumes? |
| Will you need someone to help regarding costume? |
| Other: |

**Lighting requests**

|  |
| --- |
| Will you require specific lighting? |
| Will you require the use a follow spot? |
| Will you need someone to operate your lighting? |
| Does natural light factor into your performance? |
| Other: |

\*If you have a lighting plan (or sketch) drawn out that can be attached to this document that would be greatly appreciated.

**Sound requirements**

|  |
| --- |
| Will you require a microphone(s)? (If so what is your preferred type?) |
| Will you require speakers? |
| Will you be requiring someone to operate your sound? |
| Will you be utilising live sound? |
| Other: |

**Technical requirements**

|  |
| --- |
| Will you require a computer(s)? |
| Will you require a projector(s)? |
| Other: |

**Are there timing requirements related to this performance?**

|  |
| --- |
| Does anything have to happen at a certain time of day? |
| How long will you need to set up? |
| Other: |

**Extra hands**

|  |
| --- |
| Will you require a Stage Management team? |
| Will you require a front of house team? |
| Will you require help moving things? (or similar) |
| Will you need help during the performance? |
| Will you need help before/after the performance? |
| Other: |

**Miscellaneous**

|  |
| --- |
| Will there be any extra cleaning necessary? |
| Will water/fire/food be used? |
| Are there any other things we should be aware of regarding you and/or your performance? |