

## TECHNICAL QUESTIONS

Show: \_\_\_\_\_

Dates and Times of the show:

\_\_\_\_\_

Please describe your show in detail:

What will your stage need to look like? All the Theatres are equipped with a black surround (black curtains). The Opera has an LED screen (extra cost to client) and the Drama and Opera also have grey BP screens which may be used for lighting effects.

Will you be using a set? If so, what does it look like – please submit photographs, plans, or a sketch.

Do you have a Set Designer or Set Coordinator? Please note that a ground plan or stage layout must be submitted at the Production Meeting. Production Managers do not design or manufacture sets or props.

The Theatres have rostra which may be used as band/choir risers. Our show decks are 2m x 1m in size, and may be raised to heights of 20mm, 400mm, 600mm, 800mm and 1m. Please indicate in your stage plan or layout how many you require.

Will you require Playhouse crew and/or flymen for your set up. If so, how many people:

Will you require Playhouse crew and/or flymen for scene changes during the performance:

Will you require a Playhouse Stage Manager to run your show? Please note that if your show is technically complicated, we suggest that you bring your own Stage Manager or technical person who is familiar with the show:

**Do you have your own staff working on your production? Stage manager, Sound, Lighting, Crew, etc?**

**Do you have a script, score or running order of your show? Please send a copy to the Production Manager as soon as possible. If a DVD of your production is available, please may we have a copy?**

**What are your lighting requirements? Please note that the Opera, Drama, and Loft have saturation rigs (general lighting rigs) in place. A lighting plan must be submitted at the Production Meeting:**

**How much time will you need to plot the lighting for your show? Please take this time into account in your set up schedule.**

**Please send a running order/list of scenes or songs, along with an indication of the "mood" required for lighting purposes- eg. Red, blue, pink, happy, bright, dim, etc.**

**Do you need specials or isolated spots of light to be focussed in specific areas? If so, the Lighting department will need to be informed timeously. Please indicate these specials on your Lighting Plan.**

**Do you need follow spotters? How many?**

**Do you need haze machines or smoke machines?**

**Do you need to use a Starcloth? – Available in Opera and Drama only. (Extra cost to client)**

**Will you be using AV?**

**Do you need to use a Playhouse piano?**

**Do you require the use of CD players?**

**Do you have a band? If yes, please note that a detailed band layout plan to be provided.**

**Are you using any open flames or Pyrotechnics or any flammables in the production? Please note that the pyro technician must produce a certificate to ensure his/her qualifications. A SAPS clearance certificate must also be supplied.**

**Do you need ballet mats? (Extra cost to client). Please note that the ballet tape will also be charged for.**

**Does your show have a PG Rating for Sex, Nudity, Language or Violence?**

**How many people are in your show? Dressing rooms will be allocated by Playhouse staff.**

**If you have any technical queries please do not hesitate to contact Jane Cross (Technical Manager) on 031 369 9514.**

**Will there be any VIP's attending (i.e. Ministers, MEC's etc)?**

**Do you require the presence of The Playhouse Company Artistic Director to attend the opening night?**

**Is it a paid performance, invitation only or open to the public for free without invitation?**

**How many are part of the cast?**

**Do you have a designated Compliance Officer for the production? If so, please provide their details.**

**Name and Surname:**

**Contact number:**

**Email address:**

**In-House production to provide a biography.**

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- **Please attach Head and shoulder images X2 high resolution 300 dpi (dot per inch) or nothing less than 1MB, (WhatsApp images are not suitable)**
  - **Images X5 of recent productions featured in - high resolution 300 dpi (dot per inch) or nothing less than 1MB, (WhatsApp images are not suitable)**

**In-Association production to provide contact details of 1 representative to attend to media enquiries.**

**Name and Surname:**

Contact number:

Email address:

Designation:

- Provide promotional blurb on the production and Hashtags for socials.
- Production images X5 - high resolution 300 dpi (dot per inch) or nothing less than 1MB, (WhatsApp images are not suitable)
- Confirmation if the producer is taking images/ filming the production are to provide consent to The Playhouse Company to share that content for promotional purposes and or for archival purposes.
- Previous press releases, Age restriction if applicable

**Please take note of the following points:**

- All company members, artists and crew **must sign in** at Stage Door. Please supply us with a comprehensive list of all cast & crew names for Security purposes.
- You are required to provide us with a cast register at least a week before Get in.
- Only artists/company members and crew are allowed backstage. **STRICTLY NO FAMILY OR FRIENDS MAY HAVE ACCESS TO THE STAGE AREAS.**
- Members of the audience **MAY NOT** cross onto the Stage area at any time before, during, or after a show. Any members of the public who wish to see cast members must meet them at Stage Door – entrance in Acutt Street. Understand that this rule is applied for safety reasons and will be strictly enforced.
- If scaffolding is to be used as part of your scenery on stage, it must be checked and certified by a structural engineer after set up has been completed.
- It is of **VITAL** importance that starting times, projected running times and end of performance times are **STRICTLY** adhered too (according to most recent mandated Covid protocols and times of operation).
- Once a production meeting has been held, changes to what was agreed upon in the meeting will not be entertained.
- No outside security to be used except playhouse security.
- Please note that for Playhouse staff working on your production after 18h00 during the week and after 12h00 on Saturdays, overtime and S&T costs are charged. Double time costs are also applicable on Sundays and public holidays.