

TECHNICAL QUESTIONS FOR PRODUCTIONS

Please describe your event in detail

Production title	
Performance venue	
Performance dates	
Performance times	
Genre: Drama/Musical/Dance/Concert etc	
Age Restriction	
Interval	

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

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

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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.

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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 200mm, 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? If it is a very involved show, it is advisable to bring your core staff who are familiar with the show as this will be less stressful for all concerned.

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/ insert the link for online access?

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? (Extra cost to client).

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

Will you be using AV? Please note that the Playhouse does not have AV equipment, all projectors, LED screens or any other AV equipment and an AV operator, must be brought in by the client. Please note that The Opera and Drama Theatres do have BP screens onto which AV may be projected.

Do you need to use a Playhouse piano? (Extra cost to client). Please note that the cost of tuning the piano (if necessary) is also for the client’s account.

Are you using any open flames or Pyrotechnics? 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.

How many people are in your show? Dressing rooms will be allocated by Playhouse staff. Please note dressing room capacities are as follows:

- Opera – 119 maximum
- Drama – 34 maximum
- Loft – 6 maximum

Do you have any youth – under 18 performing in the production. Please note if you do you will be required to bring chaperones/child minders to the theatre for all rehearsals and performances. The standard practice is one chaperon for every 15 children.

Will you be recording or filming your performance?

Do you require the use of CD/USB Media players?

Do you wish to use the services of the Playhouse Recording Studio to track/record your show. Please note that this is at an additional cost

Do you have a band?

Sound requirements for Bands, Concerts and Musicals

- Sound Designer/Engineer needs to be available during the production meeting to present Technical Rider with channel list (list of audio equipment/instruments and how they line up on the sound desk
- Band Layout

Do you require backline (band equipment/instruments) from the Playhouse or would the production be bringing their own?

If yes please specify which equipment you require (quote to be provided)

Do you require microphones from the Playhouse or would the production be bringing their own?

If yes please specify which microphones you require (a list of in house microphones can be provided upon request and a quote can then be provided)

Would you require the use of splitters or signal feed from the FOH console.

In productions where the client brings their own equipment e.g backline, microphones and monitors or concerts with limited get-in, sound check and rehearsal time it is recommended that the client to bring own Sound team and Engineer - especially for musicals and certain drama productions with complex sound cues.

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 and crew names for Security purposes.**
- **Only artists/company members and crew are allowed back stage. 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 to
- Once a Production Meeting has been held changes to what was agreed upon in the meeting will not be entertained.
- 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 overtime is also applicable on Sundays and public holidays.
- The three theatres include the following Technical staff
 - Production Manager
 - Technical Stage Manager
 - Lighting Technician
 - Sound Technician
- Any additional staff eg: Stage Manager, crew, flymen, wardrobe, follow spotters may be requested if available and are charged for accordingly.