



**ALL SAINTS'  
COLLEGE**

## CENTRE FOR PERFORMING ARTS

### Technical Requirements Form

Please complete **in full** the following sections. This information will greatly assist us in planning your event and ensure the professional running of your show. Provide us with as much detail as possible.

With yes or no questions, please circle the correct one.

Please return this form with all other required documents at least **one month** prior to your event.

If you have any questions please don't hesitate to contact the Theatre Manager for the Centre for Performing Arts.

#### **Hire Details**

Name of Organisation

Type of Performance

Contact for Booking

Postal Address

Telephone / office

Email

#### **Billing Details**

ABN Number

Contact for Billing

Postal Address

Telephone / office

Mobile

Fax

Email Address

**Event Details**

Event Name

Venue

Starting Date

Ending Date

Nature of Function  
Booking Details

Estimated Attendance

**Access Required:**

Bump In & Set up times

Rehearsals

Performances

Bump Out

**Rehearsal and Performance Schedule**

Date	Time	Intention

Expected running time of event

Start \_\_\_\_\_ Interval \_\_\_\_\_ Finish \_\_\_\_\_

Maximum number of patrons expected to attend each night \_\_\_\_\_

Wheelchair patrons            Yes                      No

Number of Performers

Female \_\_\_\_\_                      Male \_\_\_\_\_

Age range of performers \_\_\_\_\_

Number of backstage crew \_\_\_\_\_

Number of front of house helpers \_\_\_\_\_

Expected number of cars per performance \_\_\_\_\_

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**Staff Requirements**

*(Please circle) Please note that one person (Theatre Duty Manager) must be in the venue at all times of hirer's occupancy)*

Lighting Technician/ Theatre Manager	Yes	No
Sound Technician	Yes	No
Follow Spot Operator 1 or 2	Yes	No
Stage Crew	Yes	No
Audio Visual Technician	Yes	No
Parking Attendants	Yes	No
Front of House Attendants/Ushers / No:	Yes	No
Stage Manager	Yes	No

Are you intending to employ external technical assistance?    Yes            No

If Yes please give details

Name of Company \_\_\_\_\_

Position of employment (Role) \_\_\_\_\_

Contact Number \_\_\_\_\_

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**Foyer**

Will you be requiring the use of any of the following?

Trestle Tables	Yes	No	How many? _____
Chairs	Yes	No	How many? _____

Are you planning on bringing in for interval or pre/post show?

Merchandising	Yes	No
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Foyer continued...

Details \_\_\_\_\_

Food Yes No

Details \_\_\_\_\_

Drinks Yes No

Details \_\_\_\_\_

*Please note that alcohol is not permitted on site unless otherwise approved by the Principal prior to the occupation of the venue.*

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### **Staging**

Will you be requiring the use of any of the following?

Apron area, raised or lowered Yes No

For what purpose? \_\_\_\_\_

Stage extensions (on to the apron area) Yes No

Details \_\_\_\_\_

Rostra/external hire Yes No

Details \_\_\_\_\_

Grand Piano (permission required) Yes No

Upright Piano Yes No

Position of piano on stage: \_\_\_\_\_

*\*Please note if you require either piano an additional cost will apply for tuning.*

Music Stands Yes No How many? \_\_\_\_\_

Chairs Yes No How many? \_\_\_\_\_

Drum Kit (permission required) Yes No

Lectern Yes No

*Staging continued...*

With microphone Yes No

Position of lectern on stage/apron \_\_\_\_\_

Whiteboard Yes No

Position \_\_\_\_\_

*(Please bring own markers and eraser for whiteboard)*

*Staging continued...*

Are you bringing the following? *(Please give details)*

Props

Small set pieces

Large set pieces

Instruments

Costumes/  
Costume racks

Any other information

*If possible please return the stage plan with details of stage movement on it.*

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**Lighting**

Will you require the following?

Standard Orchestral Lighting (open white)  
Theatrical Lighting Standard/colour/movers  
*Lighting continued...*

Yes	No
Yes	No

Details (including particular gobos, spots and colours)

Lighting continued...

Follow Spot	Yes	No
Special effects (Smoke*, UV*, Strobe*)	Yes	No
Details _____		
_____		

\* Please note that if these items need to be hired and an additional cost will apply

Any other  
information

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### **Audio Visual**

Will you require the use of any of the following?

DVD Video Player	Yes	No
PowerPoint Presentation	Yes	No
<i>(Please note Laptop is not provided for stage) Control is equipped with a PC and Vision mixer.</i>		
Front Projection (onto cyc, back wall)	Yes	No
Front Projection (Projection screen)	Yes	No

Position: \_\_\_\_\_

Any other  
information

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### **Sound**

Will you require the use of any of the following?

Compact Disk Player	Yes	No
Sound computer	Yes	No
Fold back Speakers (two x powered)	Yes	No
Microphones	Yes	No
How many?		

For what purpose? (ie. Singing, speaking, band)

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