
Updated 1st July 2011



- **CNR FLORENCE & SHERIDAN STREET**
- **PHONE: +61 7 4050 7777**
- **PO BOX 359, CAIRNS QLD 4870**
- **FAX: +61 7 4050 7780**



Technical Questionnaire

Hirers must complete this form or supply sufficient touring specifications and return it to the Cairns Civic Theatre Technical Co-ordinator at least *four weeks* prior to the commencement of your bump-in.

Completed forms can be returned to the Cairns Civic Theatre Technical Co-ordinator via Fax: 07 4050 7780 or PO Box 359 Cairns QLD 4879.

GENERAL INFORMATION

Name of Production:

Performance Date/s:

Production Manager:

Contact Number:

Contact Email:

Stage Manager:

Contact Number:

Of the above, who is permitted to authorise expenditure?
(e.g. Hire of Equipment, Technicians etc.)

Has an appointment been made with a senior technician to discuss technical requirements and costs?

YES

NO

Appointment Date:

Appointment Time:



Technical Questionnaire

How many people are there in the touring party in total?

LOCAL CREW SCHEDULE:

	Please enter number of staff required						Enter times of shifts		
	LX / Op	Sound / Op	Flyman / Rigger	Mech .	Follow spot Op	Other Staff	Time Start	Time Finish	Date
Pre-rig									
Bump in									
Focus									
Sound check									
Tech Rehearsal 1									
Tech Rehearsal 2									
Dress Rehearsal 1									
Dress Rehearsal 2									
Performance 1									
Performance 2									
Bump out									
Restore									

Additional schedule information:

ACCESS

How many hours prior to performances / rehearsals do you require access to the venue.

LIGHTING

Will you be using the theatre's standard lighting rig? (Please Note: Standard rig is a three colour wash – Cost is included in venue rental).

YES
 NO



Technical Questionnaire

Do you require a special lighting design by the theatre's lighting designer?

YES NO

Are you providing a lighting design?

YES NO

If yes, Designer's Name:

Contact Numbers :

Do you require the lighting to be pre-rigged? (Please Note: Technicians hourly charges apply).

YES NO

EXTRA LIGHTING EQUIPMENT

Please indicate which of the following extra equipment you will require: (Please Note: Additional hire charges apply).

Smoke Machine F100 x 2	<input type="radio"/> YES	<input type="radio"/> NO QUANTITY
Low fog x 2	<input type="radio"/> YES	<input type="radio"/> NO QUANTITY
Hazer x 2	<input type="radio"/> YES	<input type="radio"/> NO QUANTITY
Moving Lights – PR XL700 spot x 6	<input type="radio"/> YES	<input type="radio"/> NO QUANTITY
Moving Lights – PR LED Wash x 8	<input type="radio"/> YES	<input type="radio"/> NO QUANTITY
Star Net x 1	<input type="radio"/> YES	<input type="radio"/> NO QUANTITY
UV Lights x 2	<input type="radio"/> YES	<input type="radio"/> NO QUANTITY
Projector Hitachi 3500 ansi x 1	<input type="radio"/> YES	<input type="radio"/> NO QUANTITY

STAGING

Please indicate which of the following curtaining you will require: (Important note: No additional hire charges apply but damage will incur full replacement cost)!

Cyclorama	<input type="radio"/> YES	<input type="radio"/> NO
Black Scrim	<input type="radio"/> YES	<input type="radio"/> NO
White Scrim	<input type="radio"/> YES	<input type="radio"/> NO
Black Tabs	<input type="radio"/> YES	<input type="radio"/> NO
Blue Tabs	<input type="radio"/> YES	<input type="radio"/> NO



Technical Questionnaire

Will you use the Standard Masking

YES NO

If not standard masking please indicate any changes below

LINE #	STANDARD	PRODUCTION HANG	WEIGHT	# OF PICKUPS
1	Border			
2	House Curtain			
3	Border			
4	LX 1			
5	Spare			
6	White Scrim			
7	Black Tab			
8	Spare			
9	Border			
10	LX 2			
11	Spare			
12	Spare			
13	Border			
14	LX 3			
15	LX 4			
16	Blue Tab			
17	LX 5			
18	Legs			
19	Spare			
20	Spare			
21	Cyc			

Will you be using Pyrotechnics? (Please refer to Clause ??? in Terms & Conditions of Hire).

YES NO

Do you require Stair access from stage to auditorium?

YES NO

Comment

Do you require stage risers? (Additional charges apply)

YES NO



Technical Questionnaire

If yes please provide details (size, height, skirting, carpet, stairs.....)

Two empty rectangular boxes for providing details.

Additional Information:

A large vertical rectangular area divided into multiple horizontal rows for providing additional information.

SOUND

Will you be using the theatre's in-house sound system? (Please Note: Cost is included in venue rental).

YES NO

Are you providing a sound design?

YES NO

If yes, Designer's Name:

Contact Numbers :

Do you require the sound to be pre-rigged? (Please Note: Technicians hourly charges apply).

YES NO



Technical Questionnaire

Please indicate which of the following extra equipment you will require: (Please Note: Additional hire charges apply, excluding tuning costs).

Hand held radio microphones x 8 YES NO QUANTITY

Lapel Radio microphones x 24 AKG YES NO QUANTITY

Yamaha C7 Grand YES NO QUANTITY

Yamaha U1 Professional Up-Right YES NO QUANTITY

Do you have any special tuning requirements? (If yes, service charges apply, specify requirements under additional information).

YES NO

Are you recording or filming the Performance?

YES NO

If yes, do you require a sound feed from the Sound Desk?

YES NO

Please describe where any Camera's will be set up in the house?

Three empty rectangular boxes for describing camera placement.

What is the Contact and Phone Number of the Video Production Company/Staff?

Name _____ Contact Number _____

What is the Set up and Sound/Light Check Time for the Video Production Company?

Two empty rectangular boxes for set up and check time.

