

Ipswich Civic Hall Technical Requirements

<u>Event Details</u>			D	C	H				
Status		Hire	FOT	Other:					
Production									
Promoter									
Contact Name									
Phone Number					Mobile Phone				
E-mail					Fax				
Technical Contact Person									
Phone Number					Mobile Phone				
E-mail					Fax				
Staging Production Schedule									
Date	Arrive	Start	Finish	Depart	Item: Rehearsal, Set Up/Pack Up, Dress Rehearsal, Performance, Other.....				
Rules of the Theatre Received and Noted					Date & Time for Safety Induction				
Seating Type					Raked Theatre		Flat Auditorium	Other:	
Size of transportation to the venue?					Under 8 Tonne		Over 8 Tonne	Other:	
No of Dressing Rooms		1 (up to 20)	2 (up to 20)	3 (up to 4)		4 (up to 4)		*Other	
Sub-Contractors									
Are you engaging any operators or subcontractors for any of the following?									
	Sub-Contract Name			Contact No.		Operator Name		Arrival	Departure
Lighting									
Sound									
Staging									
Audio Visual									
Other									

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Sound						
Front of House System						
Will you require the theatre's sound system?		Yes	No	Maybe		
- Martin Mini Line Array & Subs (Stereo Setup)		Yes	No	\$200		
- EV T251		Yes	No	\$85		
What system are you supplying?						
Front of House Console						
Do you require a sound console?		Yes	No	Maybe		
Please give details of your requirements:						
From which position will sound be operated?		Raised Seating	Balcony	Onstage	Auditorium Floor	Other
Front of House Outboard Equipment						
Do you require any out board equipment		Yes	No	Maybe		
Please give details of your requirements:						
Fold back						
Do you require foldback?		Yes	No	Maybe		
Do you Require a separate foldback mixer?		Yes	No	Maybe		
How many sends?		Yes	No	Maybe		
Number of speakers per send?		Yes	No	Maybe		
Positions and other details:						
Microphones and Play Back				Setup location		
Do you require Compact Disc / Cassette Playback		Yes	No			
Do you require a Mini Disc Player		Yes	No			
Do you require a MP3 player input		Yes	No			
Do you require Microphones		Yes	No			
Source	Mic Type	Position		Stand Type		

If there are any details that are not covered by this questionnaire, please list them here, or attach a separate sheet:

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Lighting and Effects

Do you wish to use the Civic Hall lighting equipment?				Yes	No		
Do you require changes to the standard Lighting Rig?				Yes	No		
Do you wish to use follow spots?		One	Two	Yes	No		
Do you require three-phase power?				Yes	No		
Does your show use any of the following effects?							
Pyrotechnics	Yes	No	Maybe	Lasers	Yes	No	Maybe
Smoke	Yes	No	Maybe	Moving Lights	Yes	No	Maybe
Haze	Yes	No	Maybe	Strobe	Yes	No	Maybe
Dry Ice	Yes	No	Maybe	UV Light	Yes	No	Maybe
Oil Cracker	Yes	No	Maybe	Black light	Yes	No	Maybe

Other:

Audio Visual

Do you need ?				Audio?	Quantity
Data projector	Yes	No	Maybe		
Data projection from	Front	Rear	Other		
Video player	Yes	No	Maybe		
DVD player	Yes	No	Maybe		
Are you bringing a computer?	Yes	No	Maybe		
Slide projector	Yes	No	Maybe		
Vision mixer	Yes	No	Maybe		
Where do you need to operate audiovisual	Side Stage			Front of House	
Do you require an operator for your audiovisual presentation	Yes			No	Maybe

Flying & Staging

Do you require use of the fly system?				Yes	No
Do you require the standard rig to be changed?				Yes	No
Do you require the use of the Orchestra Pit ?			Yes	No	Maybe
Where do you require the orchestra pit? (please tick One)			Do You Require a Piano? Baby Grand		
Pit at auditorium level			Pre- Tuned \$120		
Pit at stage level giving an extra fore stage			As Standing \$ 35		
Pit lowered for Orchestra			Position of Piano?		

Other (please Specify)

Other Requirements - Do You Need? (Please tick & fill in the required amount)

Item	Quantity and location	Item	Quantity and location
12 x Music stands and Sconce Light.		Extra Music Stands	
Chairs in Pit (Maximum of twenty)		1 x Conductors Stand	
Chairs on stage		Risers 2.4 m x 1.2 m x 900mm	
2 x Black Lecterns		Risers 2.4 m x 1.2 m x 400mm	

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Tables on stage		Risers 2.4 m x 1.2 m x 200mm	
Props table		Other	

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Ipswich Civic Hall Hanging Plot

Line	Dist to Pros	Dist to stage	Item
Truss	Operated from stage		House Curtain
1	440mm		
2	655mm		Border
3	850mm		Legs
4	1075mm		LX 1
Preclusion			
5	1360mm		(Restrictions Due to LX bar)
6	1730mm		Traveller
7	2000mm		Rear Screen & Border
8	2175mm		
9	2350mm		
10	2570mm		Border
11	2800mm		Legs
12	3010mm		LX2
Preclusion			
13	3440mm		
14	3640mm		
15	3840mm		Traveller
16	4040mm		
17	4240mm		
18	4560mm		Border
19	4760mm		Legs (Restrictions Due to LX bar)
20	4930mm		LX 3
Preclusion			
21	5440mm		Border (Restrictions Due to LX bar)
22	5630mm		Legs
23	5950mm		LX4 (cyc bar)
24	6125mm		(Restrictions Due to LX bar)
25	6315mm		
26	6590mm		
27	6780mm		Cyclorama
28	6960mm		Traveller

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The theatre's standard Lighting Plot can be found in the Technical Specification. All rigging must be done by a licensed rigger and supervised by Ipswich Civic Hall Staff. The lighting must be changed back to the standard rig at the end of the hire or a re focusing charge will apply.