### TECH QUESTIONNAIRE

**Event Title:**

______________________________

**User:** ____________________________  **Email:** ____________________________

**Type of event:**

- [ ] Lecture
- [ ] Musical Performance
- [ ] Theater Performance
- [ ] Musical Performance
- [ ] Other ____________________________

**Performance Date(s) or Event Start**

(Once booked, performance dates/times and special deliveries cannot be changed without prior agreement and arrangement with the RC.)

**Number of performances/shows:** ____________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start time</th>
<th>End time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Time that House Doors open (Mo/Day/Yr/Time):** ____________________________

**Length of performance (How many minutes or hours):** ____________________________

**Load In/Start Time (Mo/Day/Yr/Time):** ____________________________

(If you have multiple load in ‘events’ please note that here)

**Set Up and/or Delivery of Gear (Mo/Day/Yr/Time):** ____________________________

(If you have multiple set ups please note that here)

**Tech Rehearsal (Mo/Day/Yr/Time):** ____________________________

**Rehearsal (Mo/Day/Yr/Time):** ____________________________

(If you have multiple set ups please note that here)

**Dress Rehearsal (Mo/Day/Yr/Time):** ____________________________

### STAFFING

Please note that the RC can only supply one (1) house tech person for consultation. Unless otherwise agreed upon, you are expected to supply your own crew if needed. If you plan on bringing any of the following please note their names below.

- **Lighting Designer:** ____________________________
- **Production Manager:** ____________________________
- **Technical Manager:** ____________________________
- **House Manager:** ____________________________
- **Ushers:** ____________________________
- **Stage Manager:** ____________________________
- **Audio Engineer:** ____________________________
- **Video Director:** ____________________________
Camera Operator: __________________________
Light Board Operator: __________________________
Projectionist: __________________________
Prop Person: __________________________

PROMOTION
Please provide a brief description of the performance/event for promotional purposes. If you have a photo or image for the event please email a copy.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

TECHNICAL/PRODUCTION REQUIREMENTS
Do you have staging, sets, props or other equipment that need to be loaded in and set up? □ Yes □ No
If yes, will they need to be set up from the time they are loaded though your performance? □ Yes □ No

Please note the RC will not be responsible for accommodating any items, which are not noted below so please be as thorough as possible.

PROPS: (Check all that apply and describe)
□ Furniture________________________________________________________
□ Organic substance (i.e. dirt, water, food, etc.) ____________________________
□ Costumes__________________________________________________________
□ Sculptures/artwork_________________________________________________
□ Glass and/or dishes_________________________________________________
□ Carpets____________________________________________________________
□ Tools/Implements___________________________________________________
□ Musical Instruments_________________________________________________
□ Other (please specify)_______________________________________________

MUSICAL INSTRUMENTS: (Check all that apply describe)
□ Strings____________________________________________________________
□ Winds/Brass________________________________________________________
□ Guitars (i.e. Acoustic, Bass, etc.)_____________________________________
□ Drums/Percussion___________________________________________________
□ Voice_____________________________________________________________
□ Laptop_____________________________________________________________
□ Other (please specify)_______________________________________________
□ Other (please specify)_______________________________________________
□ Other (please specify)_______________________________________________
RIGGING
Do you have anything that needs to be hung? (Please describe your needs as best you can).
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

FLOORING
The stage floor is made of wood and painted flat black. Please note that we do not have any
dance flooring (Marley).

Do you plan on bringing in your own floor? ☐ Yes ☐ No  If yes, please describe what you will be
bringing ____________________________________________
____________________________________________________________________________
____________________________________________________________________________

CURTAIN/BACK DROP (check all that apply)
☐ House Black Curtains         ☐ Projection Screen
☐ House White Curtains         ☐ Other ____________________________
☐ House Black Scrim

EQUIPMENT REQUIREMENTS
If you will require use of any of the following, please check all that apply.

☐ CD Player                  ☐ Wireless Microphone(s)
☐ CD Recorder                ☐ Projector
☐ DVD Player                 ☐ Projection Screen
☐ DVD Recorder               ☐ Computer
☐ VHS Player                 ☐ Overhead projector
☐ VHS Player (s)             ☐ Slide Projector
☐ Microphone(s)
☐ Other ____________________________

COPYRIGHT ISSUES
Do you plan on using music or artwork, which is copy written? ☐ Yes ☐ No
Do you have the copyright holder’s written permission to use this material? ☐ Yes ☐ No

SECURITY
Do you need any special security arrangements? ☐ Yes ☐ No  If yes, please describe below.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________