

Technical Requirements

Booking Details

Name of Event: _____

Please complete all sections of the following tables.

The schedule needs to include a half hour break, for the staff, at least every five hours. Penalty rates will be incurred if breaks are not included or finish times are not adhered to.

Plenty Ranges reserves the right to insist on minimum staffing levels.

Date	/ /	/ /	/ /	/ /	/ /
Day of week					
Stage door Open					
Crew arrive					
Performers arrive					
Rehearsal					
Break / Vacate					
Crew Arrive					
Doors Open					
Performance					
Interval					
2 nd Act					
Performance ends					
Bump Out Begins					
Venue Cleared					

Audio Details

- ☐ 1 x SM58 microphone backstage side for announcements
- ☐ CD Backing Tracks (remember spare)
- ☐ ___ x radio microphones. (Hand Held)
- ☐ ___ x radio microphones. (Lapel)
- ☐ ___ x corded vocal microphones & stands
- ☐ ___ x corded instrument microphones & stands
- ☐ ___ x direct inserts for guitars or keyboard
- ☐ Lectern & Microphone

☐ Plenty Ranges audio operator

☐ Client supplies audio operator

Lighting Details

- ☐ Using standard rig
- ☐ Adding to rig (attach plan)

☐ Plenty Ranges lighting operator

☐ Client supplies lighting operator

Audio Visual Details

- ☐ Data Projector (Source?) _____
- ☐ Laptop computer required
- ☐ AV operated from prompt side stage
- ☐ **No AV used**

- ☐ **Plenty Ranges** supply an AV operator
 - ☐ **Client** supplies AV operator

Staging/Set Details

- ☐ _ x Music stands
- ☐ _ x Chairs required. **PR chairs are not to be used for dancing**
- ☐ Prop swords or guns? **Controls in place?**
- ☐ Small sets and props
- ☐ Large scale sets and props
- ☐ No sets or props
- ☐ **All sets and props are to be removed at the end of the night**

Stage Manager Name

Video Details

- ☐ Company name: _____

Note (Summary)

➤ **Plenty Ranges supplies;**

- ☐ Lighting
- ☐ Audio
- ☐ Stage manager

➤ **Client supplies;**

- ☐ Lighting
- ☐ Audio
- ☐ Stage manager

Dressing Room Details

- ☐ Green Room
- ☐ Eucalypt Room **Extra Charges Applicable**

Front of House Requirements

- ☐ Flash photography **is not** permitted
 - ☐ Video cameras **are not** permitted
 - ☐ Latecomers can enter between items or during blackouts only
 - ☐ Latecomers can enter anytime
 - ☐ Wheelchairs expected?
 - ☐ **Commercial Merchandise including photo, video and food sales in the foyer?**
- Extra charges applicable. REF - Contract - Clause 11 - Minimum \$250.00 Charge.**

Audience Details

- ☐ _____ Tickets sold/expected to sell
- ☐ Interval during show?

Confirmation sign off

I agree that the above information is correct. I understand that a quote will be derived from this information and subsequent changes to the requirements indicated above may not be available and could incur extra costs to those quoted.

Name: _____

Date: _____

Signature: _____