

Technical Questionnaire

Contact Info:

Technical Director:_____

Phone Number:_____

Email:_____

Production Manager:_____

Phone Number:_____

Email:_____

Box Office Manager:_____

Phone Number:_____

Email:_____

Marketing Head:_____

Phone Number:_____

Email:_____

General Theater Info:

Lobby Dimensions:_____

Lobby Capacity:_____

Audience Capacity:_____

Audience Accessibility:_____

Backstage Accessibility:_____

Restrooms Available:_____

Concession Stands:_____

Parking for Audience:_____

Parking for Semi Trucks & Buses:_____

Loading Dock:_____

Location:_____

Height: _____

Stairs from Audience to Stage: _____

Stairs to Backstage: _____

Emergency Procedures:

Most Popular Days & Time:

Time to Load in and Strike: _____

Lighting Booth: _____

Dimensions: _____

Location: _____

Sound Booth: _____

Dimensions: _____

Location: _____

Stage Manager Booth: _____

Dimensions: _____

Location: _____

Storage Areas: _____

Dimensions: _____

Laundry Facilities Available: _____

In House or Nearby: _____

Any Restrictions: _____

Orchestra Pit: _____

Plugs Available: _____

Do Plugs Match Stage Floor: _____

Dressing Rooms

How Many Available: _____

Dimensions:

Are There:

Tables: _____

Counters: _____

Chairs: _____

Mirrors: _____

Lighting: _____

Outlets: _____

Storage Space for Costumes: _____

Restrooms Inside or Close By: _____

Location in Relation to Stage: _____

Stage Dimensions

Wing Space: _____

Number of Wings: _____

Backstage Space: _____

Cross Over: _____

Location: _____

Apron: _____

Width: _____

End of Stage to Plaster Line: _____

Width of Proscenium: _____

Proscenium Height: _____

Plaster Line to Back Wall/Cyc: _____

Curtain Line to Cyc: _____

Fly System

Fly System Type: _____

Fly Loft Height: _____

Number of Batons: _____

Number of Electrics: _____

Weight Restrictions: _____

Masking

Color: _____

Footlight Masking: _____

Rugs to Cover Tripping Hazards: _____

How Many: _____

Legs Available: _____

Color: _____

Trim Available: _____

Color: _____

Act Curtain Available: _____

Color: _____

How Does it Open: _____

Cyc Available: _____

Scrim Available: _____

Lighting Instruments

Instruments Available:

Ellipsoidals: _____

Lens Size: _____

Pars: _____

Lens: _____

Fresnels: _____

Cyc Lights: _____

Work Lights: _____

Type of Board: _____

Gel Colors Available: _____

Gobos Available: _____

Types of Cables Available: _____

Number of Cables Available: _____

Lighting Positions

Coves: _____

Attic: _____

Balcony Rail: _____

Apron Booms: _____

Box Booms: _____

Electrics on Stage: _____

Power Supply Availability: _____

Type: _____

Location: _____

Spotlights: _____

FOH Lighting Distance: _____

Total Dimmers Available: _____

Locations: _____

Total Universes Available: _____

Sound System

Number of Speakers: _____

Quality: _____

Mics Available: _____

Hand Mics: _____

Wireless Mics: _____

Forehead Mics: _____

Headsets Available: _____

Battery Charging Station: _____

Location: _____

Paycom System: _____

Sound System Software: _____

Other Spaces

Rehearsal Space Available: _____

Location: _____

Dimensions: _____

Sound System: _____

Lighting: _____

Type of Floor: _____

Outlets: _____

Parking: _____

Restrooms Available: _____

Wifi Access: _____

Printer Access: _____

Call Board Location: _____