
Updated 1 May 2009



- CNR FLORENCE & SHERIDAN STREET
- PO BOX 359, CAIRNS QLD 4870
- PHONE: +61 7 405 7777
- FAX: +61 7 4050 7780



Technical Questionnaire

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

Completed forms can be returned to the Cairns Civic Theatre Production Coordinator via Fax: 07 4031 3228 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?

THE SCHEDULE:

Bump in Date:

Bump in Time:

Number of Theatre Crew Required (*min = 1 on stage):

Stage*

Lighting

Sound

Other

Set up Date:

Set up Time/s:

Number of Theatre Crew Required (*min = 1 on stage):

Stage*

Lighting

Sound

Other

Sound Check Date:

Sound Check Time:

Rehearsal Dates:

Rehearsal Time(s):

Number of Theatre Crew Required (*min = 1 on stage):

Stage*

Lighting

Sound

Other

PERFORMANCE INFORMATION:

Number of Performance Crew Required (*min = 1 on stage):

Stage*

Lighting

Sound

Other

Bump Out Date:

Bump Out Time:



Technical Questionnaire

Number of Performance Crew Required (*min = 1 on stage):

Stage* Lighting Sound Other

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

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 JEM F100 x 2	<input type="radio"/> YES	<input type="radio"/> NO	<input type="text"/> QUANTITY
Hazer JEM x 1	<input type="radio"/> YES	<input type="radio"/> NO	<input type="text"/> QUANTITY
Colour Scrollers – Showcraft Colourised x 10	<input type="radio"/> YES	<input type="radio"/> NO	<input type="text"/> QUANTITY
Moving Lights – Robe 575XT WASH x 4	<input type="radio"/> YES	<input type="radio"/> NO	<input type="text"/> QUANTITY
Moving Lights – Clay Paky	<input type="radio"/> YES	<input type="radio"/> NO	<input type="text"/> QUANTITY



Technical Questionnaire

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

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	<input type="radio"/> YES	<input type="radio"/> NO	<input type="text" value="..... QUANTITY"/>
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Lapel Radio microphones x 24 AKG	<input type="radio"/> YES	<input type="radio"/> NO	<input type="text" value="..... QUANTITY"/>
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Yamaha C7 Grand	<input type="radio"/> YES	<input type="radio"/> NO	<input type="text" value="..... QUANTITY"/>
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Yamaha U1 Professional Up-Right	<input type="radio"/> YES	<input type="radio"/> NO	<input type="text" value="..... QUANTITY"/>
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Do you have any special tuning requirements? (If yes, service charges apply, specify requirements under additional information).



Technical Questionnaire

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?

[Empty text box for camera placement description]

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?

[Empty text box for setup and check time]

ORCHESTRAL REQUIREMENTS:

Will you require the orchestra pit uncovered? (Please Note: Technicians hourly charges apply).

YES

NO

Please indicate which of the following extra equipment you will require:

Orchestra Chairs x 60

YES

NO

..... QUANTITY

Music Stands x 40

YES

NO

..... QUANTITY

