

Visiting Company Technical Requirements Form



Production / Event Details

Company Name:

Production/Event Name:

Production/Event Dates:

Curtain up / Start Times:

Technical Manager: Matthew Graham
 technical@tobaccofactorytheatres.com

Running Times

Act 1:

Interval:

Act 2:

Please note that the Tobacco Factory Theatres operates a no smoking policy both on stage and off; any naked flame requires Council consent and this can take upto 6 weeks notice.

Company Contact

Name:

Position:

Telephone:

Email:

Touring Technician Contact

Name:

Position:

Telephone:

Email:

Get in

Get in / Arrival Date:

Get in /Arrival Time:

Extra technical staff requested*

Get out

Get out start time**

Get out duration**

Extra technical staff requested*

Show Operation

	Yes	No
Do you tour an operator for your production?	<input type="checkbox"/>	<input type="checkbox"/>
Do you require a venue technician to operate?	<input type="checkbox"/>	<input type="checkbox"/>
If so will the operation be cued by your staff?	<input type="checkbox"/>	<input type="checkbox"/>

*One member of venue technical staff is provided as standard. Extra staff are charged at £15/ph. + VAT

** Get Outs are usually expected to take place immediately after the final performance. Get Outs should aim to be finished by midnight.

Set details

Please provide details of and toured set including information on fireproofing.

Please notify us if you expect the theatre to provide any items.

Sound Requirements

(based on tech spec)

Lighting Requirements

(based on tech spec)

Please provide a venue specific lighting plan.

Do you require a pre rig?

This will be charged back to the company unless explicitly stated otherwise in the contract.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Production Content

Does the production intend to include any of the following?

If yes give details below

- Naked flame
- Pyrotechnics
- Use of Weapons
- Large amounts of water?
- Nudity
- Live animals

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

NAME

SIGNED