



TECHNICAL INFORMATION SHEET

In order to provide your shows the best experience at RICKRACK, please fill out the following information and return to Astrid Beugeling astridb@shaw.ca. Once this information has been received and reviewed your show will be assigned to either the Rotary Hall or the Guild Hall. I will follow up with a Technical Package with specific information regarding the venue. Please return this information to me by February 19, 2017.

Title of Show: _____

Director: _____ PH # _____ EMAIL _____

Stage Manager _____ PH # _____ EMAIL _____

Technician _____ PH# _____ EMAIL _____

STORAGE and SETUP

Please be aware that storage is at a premium and you will be sharing your space with five other shows. Remember to label and secure props, set pieces and costumes, so that you have access to them when needed. Your show will need to SETUP in 15 minutes and STRUCK and STORED in 10 minutes. Please rehearse the SETUP and STRIKE of your show as part of your production process.

IMPORTANT PROP DETAILS – Are you using any firearms? A proper certification is required if you do. You must have someone in the building with this certification and a proper way to lock and store any firearms. Any blood effects or paint or liquids that may spatter? Any guns that need to be fired? Describe any items of this nature that you are planning on incorporating into your show.

ITEM	DESCRIPTION OF USE

SET – Please give a description of what ‘set’ items you will be using, including furniture, risers, doors, flats etc. Please be aware that RICKRACK does not have access to a stock of set items. You will need to bring any set pieces you require. For orientation to the spaces, please refer to the attached diagrams.

ITEM	DESCRIPTION OF USE

LIGHTS – Each space has a basic lighting hang with separate area control. If your show requires anything more than that, ie: specials, gobo’s, colours, please describe below.

SOUND – Each space has a basic CD and digital mixer. Do you need a live mic? Please describe any other ‘sound’ requirements.

LOBBY DISPLAY – We have flats that a poster can be hung upon with tape. If you require an easel, you will need to provide one.

SPECIAL EFFECTS

Please describe below if you:

Are using a Video Projector? Strobe light? Fog machine? Disco ball? Or other Special effects?

Are you planning on hanging anything?

Are you planning on flying or dropping anything into the space? [This would be a challenge in either spaces as neither is set up for flying scenery pieces]

You should be able to hang/focus, set levels and still have some time to do a Cue to Cue in the time allotted for your TECH.

If you require any information regarding technical details, do not hesitate to contact me. Remember I will be sending you TECH Specs of your space when your show has been assigned. I can be reached at 604-824-9353 or by cel 604-795-1909. astridb@shaw.ca