



**CONTACT INFORMATION**

**Company Name:**

**Name of Show:**

**Venue: Traverse 1 or Traverse 2?**

**Performance Dates/times:**

**Production/Technical Contact:**

**Contact No & Email:**

**Number in cast (please note there are 2 dressing rooms allocated) :**

**Running time of show:**

**Do you have an interval?**

**GET-IN (Standard get in time is 10am)**

The Traverse will provide TWO technical Staff (one Stage and one LX/sound) to be in attendance for your Get-In.

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_      **Time:** \_\_\_\_ : \_\_\_\_ am/pm

*NOTE: Any Early Starts must be agreed in advance with the Production Team and will be charged back to the company.*

**Extra Staff required (if yes how many):** \_\_\_\_\_ **YES/NO**

*NOTE: This will be charged to your company on a minimum 4 hour call*

**GET-OUT**

The Traverse will provide TWO technical Staff to be in attendance for your Get-Out,  
*NOTE: any hours worked after midnight will be charged to your company at Double Time.*

**Extra Staff required (if yes, how many):** \_\_\_\_\_ **YES/NO**

*NOTE: This will be charged to your company on a minimum 4 hour call and any work carried out after midnight will be charged at Double Time.*

## **VEHICLES**

**Please indicate size of vehicle/s:**

*NOTE: there is no parking at the theatre, once you have off-loaded vehicles must be removed and parked up elsewhere.*

## **STAFFING**

The Traverse will provide one technician to be in attendance for your show calls.

**Is your technician operating both sound and lights?** YES/NO

**Do you require any other technical/stage staff to be present:** YES/NO

*NOTE: This will be charged to your company on a minimum 4 hour call*

## **SET - please read attached information on access and lift sizes**

*Please enclose venue specific plans with your completed questionnaire if ready.*

**Your set and its construction MUST comply with The Construction Design and Management Regulations 2015 (CDM regs.)**

**Please give a brief description of your set especially any rigging requirements.**

**Any very large, excessively heavy or unusual items involved (if yes, please list):**

## **LIGHTING**

*Please enclose venue specific LX plans with your completed questionnaire if ready.*

**Please specify any special lighting equipment used (i.e., strobes, fluorescent, practical's, effects, etc)**

**Do you require a lighting board operator:** YES/NO

(Our operator must be cued by a company member)

**Do you require a pre-rig?** YES/NO

*NOTE: this is not always possible and there may be a charge for a pre-rig. If you do not choose to have a pre-rig or it is not possible, please make sure that you allow adequate time and personnel to do so on your get-in day. Pre rigs are only possible if the schedule allows.*

## **SOUND/AV**

*We ask that you supply your own operator.*

(It will be assumed that sound will be operated from the control room unless otherwise agreed in advance of your get-in)

**Do you intend to use a QLab system (We run QLab 3):** YES/NO

**Will QLab be controlling SOUND or AV please state which:** SOUND/AV/BOTH

## **EFFECTS**

*NOTE: The law requires us to inform the fire officer of any fire or smoke-based effect. If you are using these effects, we will need to know at least 2 weeks in advance so we can book a fire inspection. All fire, special effects, weapons, pyrotechnics, smoking, acrobatics etc must be indicated and be accompanied by a risk assessment.*

**Please itemise any effects requiring fire authority clearance (e.g. candles, pyrotechnics, live flame of any description) By law No Smoking is allowed anywhere within the theatre including performance areas:**

**Do you use firearms during your production:** YES/NO

**Please list any loud noises or bangs that are used in your production (e.g., firearms, pyrotechnics):**

**Do you use a smoke/haze machine:** YES/NO

## **ANY OTHER RELEVANT INFORMATION/REQUESTS**

**PLEASE REMEMBER TO ENCLOSE THE FOLLOWING WITH COMPLETED QUESTIONNAIRE**

- 1. Venue Specific Ground Plan**
- 2. Venue Specific LX Plan**
- 3. Sound Schematic**
- 4. Risk assessment/ Method Statements**
- 5. Detailed Schedule and Staff calls**
- 6. Photos of the set if available**

**THIS SHOULD REACH THE PRODUCTION DEPARTMENT NO LATER THAN 4 WEEKS BEFORE YOUR GET IN DATE.**

To email all production staff send message to [production@traverse.co.uk](mailto:production@traverse.co.uk)

**Technical Staff**

Production Manager  
Tel: 0131 659 7171

Kevin McCallum [kevin.mccallum@traverse.co.uk](mailto:kevin.mccallum@traverse.co.uk)

Chief Electrician  
Tel: 0131 659 7172

Renny Robertson [renny.robertson@traverse.co.uk](mailto:renny.robertson@traverse.co.uk)

**Traverse Theatre  
10 Cambridge Street  
Edinburgh  
EH1 2ED**