



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.

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

Technical Staff

Production Manager
Tel: 0131 659 7171

Kevin McCallum

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Head of Stage
Tel: 0131 659 7175

Gary Staerck

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Chief Electrician
Tel: 0131 659 7172

Renny Robertson

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