



## **TECHNICAL INFORMATION**

### **Introduction**

Traverse technical staff are pleased to welcome you to our venue. We do everything in our power to create a safe, efficient and pleasant environment for all visiting companies.

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

### **Technical Staff – 0131 228 3223**

Production Manager	Kevin McCallum	<a href="mailto:Kevin.McCallum@traverse.co.uk">Kevin.McCallum@traverse.co.uk</a>
Head of Stage	Gary Staerck	<a href="mailto:Gary.Staerck@traverse.co.uk">Gary.Staerck@traverse.co.uk</a>
Chief Electrician	Renny Robertson	<a href="mailto:Renny.Robertson@traverse.co.uk">Renny.Robertson@traverse.co.uk</a>
Lighting & Sound Technician	Joe Davis	<a href="mailto:Joe.Davis@traverse.co.uk">Joe.Davis@traverse.co.uk</a>
Lighting & Sound Technician	Dave Bailey	<a href="mailto:Dave.Bailey@traverse.co.uk">Dave.Bailey@traverse.co.uk</a>

**Traverse 1**, a flexible, large scale space has movable modular seating and multi-level pit delivering the ability to create a variety of staging configurations. Options include traditional proscenium with pit seating, traverse, thrust and in the round, with seating capacities ranging up to around 300. The standard configuration is end on, with 214 seats. Flying provision consists of 11 x 100kg 4-line hemp-sets and 8 x 250kg counterweight sets; though due to a lack of flying height Traverse 1 should not be considered a true flying house.

Lighting positions include a catwalk grid DS of the proscenium, with a selection of Internally Wired Bars and fixed bars, fixed side bars all up stage of the proscenium.



Photographs: Standard End-On Configuration

**Traverse 2**, a smaller studio space, with a modular seating system giving a variety of seating options, including, but not limited to: end on, horse shoe and in the round. Capacities range from 100 up to around 123. The standard configuration is End On, with a capacity of 100.

Entrances are located USR and DSR (alongside the seating block) in end on configuration, and USR and USL in horse shoe configuration.

A fixed scaffold grid at approx. 4m above the space allows for a wide range of lighting positions.

	<b><u>Traverse One</u></b>	<b><u>Traverse Two</u></b>
Capacity:	214 (Standard End-On Configuration)	115 (Horseshoe configuration) 123 (Horseshoe with extra row) 100 (End on)
Stage:	Black painted hardboard - No rake Suitable for dance (dance floor available)	Black painted hardboard -No rake Suitable for dance
Width:	8.45m at Pros,	5 m (Horseshoe 115 and 123) 8m (End on)
Depth:	11m from setting line to Upstage	5.5m (Horseshoe 115) 4.5m (Horseshoe 123 and End On)
Height:	8m to grid US of Pros 7.5m to flying bars OUT position 6m to cat walks DS of Pros 5.8m to top of Pros	3850mm to underside of tabtrack 4m to underside of grid
Get In Doors:	H 3800mm, W 1800mm	H 3800mm, W 1800mm

### **Get-In – Traverse 1 & 2**

There is a loading bay (off Cornwall Street) which services other organisations not just the Traverse. Maximum vehicle size is 4m high and 12m long. From there, sets are loaded into the Traverse via a 5-tonne goods lift measuring; 1.8m wide, 3m high and 4.2m long and is **not** very fast. The maximum size that fits in our scenery corridor is 1.2m wide x 2.95m high x 2.4m deep. Please contact our Head of Stage if you have larger pieces.

### **Parking**

Vehicles must be removed from the loading bay immediately after load in. Cars can be parked at the NCP car park adjacent to the loading bay, but bigger vehicles, unfortunately cannot.

### **Lighting**

Please transcribe your lighting plan on to our plan and send it to us no later than 4 weeks before your pre-rig date. The visiting company must supply their own gel, gobos etc. Any specialised units or effects can be hired in with approval of our Chief LX and will be charged back to the company. Please see list of In-House equipment and any additional equipment that you require us to hire will be charged back to you.

### **Sound**

Please let us know your requirements ASAP. Please see list of In-House equipment and any additional equipment that you require us to hire will be charged back to you. Please note we run Qlab 3 at the Traverse Theatre.

### **Portable Appliance Testing**

All electrical equipment brought in to the building must have a current PAT certificate (this includes anything used in the dressing rooms by cast members).

### **Set**

Please make sure that your scenery is properly fireproofed. We will need a risk assessment of the get-in and fit-up for your set as well as a ground plan of your set, showing requested

masking, drawn on to our plan. If you have any questions regarding the set or the set up of the theatre please contact our Head of Stage on 0131 659 7175.

### **Deliveries**

If you need to have anything delivered to the theatre, Please contact one of production staff prior to order. They will let you know if and when this is possible

### **Stage Stock**

We can provide a black box in both spaces and we have the following items at your disposal, further details on request

- Legs, Borders and full blacks
- Black masking flats of various sizes
- Standard stage weights; 12.5kg
- mixed stage weights; 10.5kg +
- 8' x 4' steeldecks
- 4' x 4' steeldecks
- Large selection of LOLER inspected rigging equipment including; *Round & Sewn Slings, Shackles, Barrel Clamps, Drifts and Pulleys.*

### **Important**

**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 on the Technical Information Questionnaire and be accompanied by a risk assessment.**

**The Traverse Theatre retains the right to veto anything it deems unsafe or a danger to the audience or staff.**

### **Health & Safety**

The Traverse has a Health & Safety policy which covers not only employees but also all visiting companies and the general public. You are responsible for the health and safety of your company, but we have some responsibilities whilst you are working in the Traverse. In order to ensure a problem-free visit, please appoint a health and safety representative before you arrive, and check that your equipment, scenery, props and what you are asking the performers to do are not dangerous to them or to others. Please ask if you have any doubts. Enclosed with your contract is a copy of our ***Health and Safety Guidelines for Visiting Companies***. You are responsible for passing this information on to your company members and for ensuring they abide by its contents. A copy of our Health and Safety Policy is displayed in the workshop. The Health and Safety Rep. should familiarise themselves with this document.

### **Dressing Rooms – Traverse 1 & 2**

There are 4 dressing rooms, two for Traverse 1 and two for Traverse 2. There are showers, mirrors and lockers in each one. Please see Traverse Production team for dressing room door codes and locker keys. There is also a separate shared Visiting Company office.

### **Special Access Requirements**

Should any members of your company require any form of special access please get in touch with Traverse production. There is a lift from front of house to stage level, and a priority key

can be obtained via prior arrangement. There are 3 dressing rooms located at stage level and one accessible toilet. Please note that our upstage left entrance has one large raised lip in the door frame and presents itself to be an issue where wheel chairs are concerned. Unfortunately the green room is not accessible, but if you let us know your access requirements in advance we can make some alternative arrangements in one of our accessible dressing rooms.

### **Wardrobe**

Laundry facilities are available and this comprises of 2 washing machines and 2 tumble dryers. We also have a twin tub, Iron & Ironing board, steamer and sewing machines. Please supply your own washing powder and softeners.

### **Extra Payments**

All consumables such as paint, tape, timber, etc will be charged back to the company. Any hire done on behalf of the visiting company will be charged back to the company. Any staffing arrangements outside of the contract will be charged back to the company and must be agreed in writing in advance.

### **Security**

Whilst the Traverse Theatre does everything in its power to ensure good security it cannot be responsible for the personal effects of visiting company members. We therefore suggest that no personal items are left unattended at any time.

### **Technical Pack**

Please find attached a ground plan, technical questionnaire and technical specifications for the space you will be using. If you have any questions relating to your visit, equipment or playing space please use the above numbers or emails to make contact and we will be happy to assist. PDF'S are to scale please print 'Actual size' and not 'to fit' or 'Fit to page'

### **You must complete and return the following:**

- Venue specific Ground Plan showing set and requested masking
- Venue specific LX plan and Sound Schematic
- Risk Assessment/Method Statement
- Technical Questionnaire
- Detailed schedule and staff calls
- Photos of the set where available

**N.B.** LX plans and Ground Plans can be e-mailed as CAD (.dwg) files or large scale PDF files