

## High Point Theatre TECHNICAL QUESTIONARE

Please complete and return the following technical checklist. Please try to complete and return with your contract and must be returned no later than 30 days prior to your event. This will help us to better prepare for your event; by understanding your needs, we can make things go smoothly. Here are some hints to help you out:

- **Any** information will help . . . don't worry about things that information is not yet available on (i.e. arrival times, etc.)
- There is a sketch plan of the stage on the last page. Feel free to scribble on it to show us (for instance: where the piano goes, where you need special lights, etc.) your plans. Make as many copies as you want.
- This list is general, for many different users. Feel free to add things in the margins or attach extra pages.
- If you have a technical or production rider to your contract with the artist, **please, please** attach a copy of it and return to us.
- If you need any help completing this checklist, please call:

James Richards, Technical Director (336)883-8523

Or

Todd Dupree, Facility Manager (336)883-3628

- **MOST IMPORTANT!** If you cannot give any other information, we **MUST** have the name and phone number of someone who can answer questions about technical, crew, and scheduling requirements.
- **Feedback** is important to us. Any comments or suggestions for the Technical Information list or this checklist should be sent to:

Todd Dupree  
High Point Theatre  
220 East Commerce Ave  
Box 230  
High Point, NC  
27261

voice: (336) 883-3628

fax: (336)883-3533

email: [todd.dupree@highpointnc.gov](mailto:todd.dupree@highpointnc.gov)

**High Point Theatre  
TECHNICAL CHECKLIST**

Renting Organization: \_\_\_\_\_

Business/Management Contact: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date(s): \_\_\_\_\_

Type of event

- Theater    Concert    Dance    Seminar    Meeting    Reception    Graduation  
 Recording Session    Other \_\_\_\_\_

**SCHEDULE**

Load-In (Setup):                    from \_\_\_\_\_ to \_\_\_\_\_

Rehearsal/sound check:        from \_\_\_\_\_ to \_\_\_\_\_

Performance:                      from \_\_\_\_\_ to \_\_\_\_\_

Intermissions(Y/N):            from \_\_\_\_\_ to \_\_\_\_\_

    from \_\_\_\_\_ to \_\_\_\_\_

Load-Out (Strike):                from \_\_\_\_\_ to \_\_\_\_\_

Renter Representative for Load-In \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Number of Artists/Performers \_\_\_\_\_ Arrival Time: \_\_\_\_\_

**TECHNICAL CONTACTS**

- Tech rider attached

Please list the names, e-mail addresses, and phone/fax numbers of persons who can be contacted regarding technical requirements, crew requirements and scheduling:

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## CREW

Please fill in the number of stagehands required, by department, for each time period shown in the following chart:

	Load-in & Set-up	Rehearsal/ Sound check	Performance	Strike & Load-out
<b>Call Times (Start/End)</b>				
<b>Loaders</b>				
<b>Fly loaders (counterweight)</b>				
<b>Flymen</b>				
<b>Deck</b>				
<b>Lighting</b>				
<b>Sound</b>				
<b>Spots</b>				
<b>Wardrobe</b>				
<b>Props</b>				
<b>Other</b>				

## FLIES

- Fly/Rigging Personnel To Be Provided by High Point Theatre:
  - Head Flyman
  - Other \_\_\_\_\_

*Note:*

*If you wish to bring your own flymen, your Head Flyman, must be an industry professional approved by High Point Theatre. Additional flymen needed will be briefed by Theatre staff and must be overseen by your Head Flyman at all times.*

- Main curtain
- Mid-stage black traveller
- Upstage black traveller
- Cyclorama (white backdrop approximately 4' from Upstage wall)
- Black scrim
- Movie Screen
- Other (please list below)
  - & indicate line set #, if known

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# LIGHTING

- Lighting Personnel To Be Provided by High Point Theatre:
  - Board Operator
  - Deck Electricians - # \_\_\_
  - other \_\_\_\_\_
  
- Electrical Tie-In required YES NO Details: \_\_\_\_\_
- Road lighting system
- Lighting Console
  - ETC Express 72/144 console (standard)
  - ETC Expression III-400 console (additional charge)
  - JENS Whole Hog 1000 console (additional charge)
- Lighting Plot
  - High Point Theatre House Rep plot
  - Custom Lighting Plot – Prehung
  - Custom Lighting Plot – Client Hung
- Followspots: (additional fees)
  - one
  - two
- Intelligent Lighting: (additional fees)
  - HES ColorCommand – 12 units + power supply
  - HES Studio Spot 575 CYM Zoom
- Dance booms Details: \_\_\_\_\_

Note: High Point Theatre's standard house Rep lighting plot includes:

- FOH: 3 color washes, downstage (Blue, Amber, Lt Pink)  
3 color washes, upstage (Blue, Amber, Lt Pink)
- TOP: 2 color washes (Blue, Amber)
- SIDE: 3 colors (Blue, Amber, Red)
- CYC: 3 color (Red, Green, Blue)

Specials Required and/or Additional Requirements:

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## SOUND

- Sound Personnel Provided by High Point Theatre:
  - Engineer – Front Of House
  - Engineer – Monitors
  - other \_\_\_\_\_
  
- Electrical tie-in required YES NO Details: \_\_\_\_\_
- Road sound system
- High Point Theatre sound system:
  - Midas Verona 48-channel console (house)
  - Soundcraft Spirit LX-7 32-channel console (Production Booth)
  - Ramsa 840 40-channel console (monitors)
  - House amplifiers
  - House speakers
  - CD player
  - Cassette player
  - Other \_\_\_\_\_
- House Mix Position:
  - From sound control booth
  - In-house rear orchestra position
- Monitor Mix Position:
  - From main console
  - Separate monitor console
- Audio feed required for media coverage
  - Location and number of feed(s): \_\_\_\_\_

Description of microphones, microphone stands/booms and direct boxes requirements:

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Stage Monitor mixes and monitor speaker(s) requirements:

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**EQUIPMENT** – *subject to additional rental or setup charges*

- Podium
- Orchestra shell
  - Full shell
  - Half shell
- 6' Grand piano
- Hazer "Fog Machine"
- Music stands: Number : \_\_\_\_\_
- Musician's chairs: Number : \_\_\_\_\_
- Stage Risers
- Orchestra pit
  - Stage level
  - House level
  - Basement level
  - other \_\_\_\_\_

Please detail any particular needs or setup instructions:

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## MISCELLANEOUS

### Introduction:

- None required
- Voice over introduction only
- High Point Theatre to introduce artist
- MC will introduce artist(s)

Name of MC: \_\_\_\_\_

MC will arrive at theatre at (time): \_\_\_\_\_

### Stage manager:

- Your Stage manager will call show
- High Point Theatre Stage Manager will call show (Additional Cost)
- other \_\_\_\_\_

### Stage door Personnel [for rehearsal]:

Note: All dance companies are required to have Stage Door Person.

- No stage door person required (performers will enter with access code)
- Rental Client will provide stage door person for rehearsal
- High Point Theatre to hire stage door person for rehearsal

### Stage door Personnel [for performance]:

Note: All dance companies are required to have Stage Door Person.

- No stage door person required (performers will enter with access code)
- Rental Client will provide stage door person for rehearsal
- High Point Theatre to provide stage door person

### Dressing Rooms:

- A – Room #1 – Space for two people – 1 flight upstairs from stage
- B – Room #2 – Space for two people – 1 flight upstairs from stage
- C – Room #3 – Space for four people – 1 flight downstairs from stage
- D – Room #4 – Space for four people – 1 flight downstairs from stage
- Company Mens Room – Space for 20 people – 1 flight downstairs from stage
- Company Womens Room – Space for 20 people – 1 flight downstairs from stage
- Green Room – Space for 4 people – Off Stage Right

Are there any unusual requirements, such as entrances from the lobby, telephone service, extra rooms needed, etc.? Please list details:

\_\_\_\_\_

Stage Layout – Please attach your stage plan or sketch on using the following symbols:

- ⊗ Performers
- △ Microphones
- ◇ Direct Inputs (D/I)
- ▽ Monitor Wedges

