

Winchester Street Theatre Production Summary

SAMPLE ONLY

Please Complete and Return NO Later Than ONE week Before Your Show Date

General	
Company:	Please Answer Here
Number of Performers:	
Number of Pieces:	
Estimated Run Time:	
Intermission:	
<i>(is there an intermission and if so how long)</i>	
Reception*:	
<i>(is there a reception, if so what date or dates if more than one)</i>	
<i>* studio D Receptions must be arranged in advance with Karen, the Facilities Manager. A special event permit must be obtained from the LCBO if liquor is being serve</i>	
Videography:	
<i>(Please specify which show will be recorded, where the camera will be set up and if they need an audio feed.)</i>	

Important Box Office Note:
The Winchester St. Theatre provides no box office service of any kind. WST Front of House staff will not be expected to take part in the selling of tickets. This is entirely the responsibility of the rental client. Front of House staff will take tickets and hand out programs as well as their other front of house duties.

Production staff	
Please identify the following production staff members where applicable.	
SM:	
ASM:	
LD:	
Production TD:	
Audio Design/Composer:	
Video Designer:	

Show Operation:	
Please outline who you plan the have run each technical element. The house technician can be assigned to either lighting or audio.	
Running Lights:	
Running Audio:	
Backstage:	
Running Video*:	
*(Clients are required to provide own video operators when applicable.)	
Other:	

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Schedule

On a **Separate Document** Please outline how much time will be allotted to setting up **ALL** technical elements as well as teching/cueing each piece. This schedule must be complete and include all blocks of time including show calls. Setting up the theatre (masking) takes approximately 15 mins. *Please remember to schedule a 10 min break every two hours and a half hour break after 5 hours of work.*

Example:

Monday March 5th:

6:00 pm - 6:15 pm Theatre set up

6:15 pm - 7:00 pm Piece 1

7:00 pm - 8:00 pm Piece 2

8:00 pm - 8:10 pm break

8:10 pm - 9:00 pm Piece 3

9:00 pm - 9:45 pm Piece 4

9:45 pm - 10:00 pm Clean up

Special Effects

Please outline any and all special effects/elements including but not limited to: body makeup, use of food onstage, strobes, etc. **ANY OTHER "OUT OF THE ORDINARY" ELEMENTS**

*** Please not the use of hazers/foggers are no longer permitted.**

**** Please note there is no use of open flames, lighters, incense, etc allowed on stage or in the building**

***** Please note if this information is not received ONE WEEK before the show we may not be able to accommodate certain effects/elements**

[Please Answer Here](#)

Video

Running Video:

Video source:

(DVD, laptop, other)

Using House Projector:

Where will your projector go:

How will it be mounted:

What will you be projection on:

(our Cyc, if other please specify):

Method of dousing:

*** Please note we require 30 mins to properly set up the projector, you must provide your own video operator, you are responsible for the compatibility of the video content.**

[If you need more space please answer here](#)

SAMPLE ONLY

Wardrobe

Please describe all varieties of shoes used by the performers. Also please outline any quick changes that will require changing to occur backstage as opposed to the change rooms.

***Please note Rosin MAY NOT BE USED at The Winchester Street Theatre**

[Please answer here](#)

Masking

Please describe the masking configuration for your show, i.e., bare (all masking out), Regular set up (Cyc and scrim and legs in), or other configurations.

*** Please note that unless prearranged there can NOT be masking changes during shows**

[Please answer here](#)

Rigging

Please describe any set elements that will need to be hung from the grid. For example: flats, screens, fabrics, etc. Also describe any rope and pulley systems necessary to accommodate such elements. Clients must provide all required supplies for necessary rigging.

*** Please note if this information is not received ONE WEEK before the show we may not be able to accommodate your rigging needs**

[Please Answer Here](#)

Set/Props

Please describe any and all set/prop elements to be used onstage, including but not limited to risers, flats, rolling units, keyboards, chairs/furniture, etc. All sets and props must be approved by the technical director as not being potentially dangerous to the dance floor.

*** Please note any chairs, tables or other furniture may require felt pads on the bottom of their legs, the client is responsible for providing these where necessary.**

[Please Answer Here](#)

SAMPLE ONLY

Lighting

Please outline your intentions to modify the house plot, i.e., adding specials from the additional inventory (approx number); recolouring house plot elements; refocusing house plot lamps; relocating house plot lamps; bringing in rented instruments; floor mounted lamps; etc. Please allot proper time in order to accomplish lighting work. This included restore time as well as changes to the house plot.

*** Please note if this information is not received ONE WEEK before the show we may not be able to accommodate your lighting needs .**

**** Please note changes to the house plot may be denied if proper restore time and/or labour is not organized.**

[Please Answer Here](#)

Audio

Please outline your audio requirements, i.e., CD playback, iPod/laptop playback, etc; use of musical instruments (patch into house system?); bringing in special audio equipment (rented mics, powered speakers, processors, etc).

***Please note clients are responsible for the operation and set up of all extra audio gear brought in.**

**** Please Note Clients are responsible for the compatibility of all audio playback devices**

***** Please Note Clients are responsible for any extra cable required for extra equipment they bring**

[Please Answer Here](#)