

# Stag Community Arts Centre

## Technical Checklist

This Checklist will become the detailed record of the Hirer's requirements for the specified event.

This should be completed and returned to the Technical Manager prior to your technical meeting, the finalised technical requirements should be agreed between Stag and the Hirer no later than 8 weeks before commencement of the hire period.

**Please take this document with you to your Technical Meeting.**

**If you have any questions please contact the Technical Manager on 01743 451548 or [adam.jones@stagevenoaks.co.uk](mailto:adam.jones@stagevenoaks.co.uk)**

Name of Event		Booking Ref No	
Name of Promoter		Estimated No of Performers	

**Facilities Required** enter "X" in left column for those required and add details  
*Chargeable extras marked\**

	X	Facility	Details
<b>Stage</b>		Vehicle Lift to Stage Level	
		Set Storage	
		Prop Storage	
		Bleacher Seating	
		Front Curtains (Blue)	
		Mid-Curtains (Red)	
		Mid-Curtains (Black)	
		White Cyclorama (Gauze)	
		Backcloth (Black)	
		Side Flats	
		Risers	
		Orchestra Chairs (Green velvet)	
		Orchestra Music Stands	
		Open Orchestra Pit	
		*Baby Grand Piano	
		*Upright Piano	
	*Piano Tuning		
<b>H</b>		Fixed Rig	

	Bespoke Lighting <i>(Potentially chargeable dependent on post-show work to return to fixed rig state – please discuss)</i>	
	Follow Spots (1 or 2)	
	Auditorium Lights % during show	
Sound	House PA System	
	*Hand Held Mikes (number)	
	*Head/Radio Mikes (number)	N.B. These are hired in from an external company
	Mike Stands (number)	
Other	*Pyro	
	*Smoke Machine	

**Staffing Requirement** enter “X” in left column for those required and add details  
**Chargeable extras marked\***

Please note :

- Stag must pre-approve the hirer’s own Stage Technicians and Stage Management staff
- Dependent on the confirmed details of the show, Stag may define a requirement for additional chargeable staff to be provided – this will be discussed with you as early on as possible

	X	Staff Position	Details
Technical Staff	X	Stage Technician	1 x Stage Technician included in hire charge : can operate Sound or Light against show script provided by hirer. 8 hours input per day averaged over hire period. Subject to fair-usage conditions.
		Hirer’s Stage Technicians	<i>Names</i>
		*Additional Stag Stage Technicians	
		*Stag Follow Spot Operator(s)	
Stage Staff		Hirer’s Stage Manager	<i>Name</i>
		*Stag Stage Manager	
		Hirer’s Stage Crew	
		*Stag Stage Crew	

# Technical Working Hours

<b>Company</b>	
<b>Event</b>	
<b>Start Date</b>	
<b>Show Date/s</b>	

Date	Start Time	End Time	Activity
<b>Total Hours</b>			
<b>Additional Hours to be charged</b>			

Timetable agreed by \_\_\_\_\_

On behalf of \_\_\_\_\_

Date \_\_\_\_\_

NB. 8 technical man hours are included within your Main Theatre contract per day.  
Any Plaza Suite hours or additional theatre hours will be charged at £25 per hour.

**Please take this timetable with you to your technical meeting**