



# Technical Department Hires Questionnaire

**Name of Production:**

**Contact Name:**

**Email:**

**Phone Number:**

**Cast Size:**

**Running Times:**

**Interval: Yes / No**

**How many Dressing Rooms:**

**Children in the cast: Yes / No**

**Transport:** (e.g. Van, Car, Truck, Lorry)

**Third party production company details:**

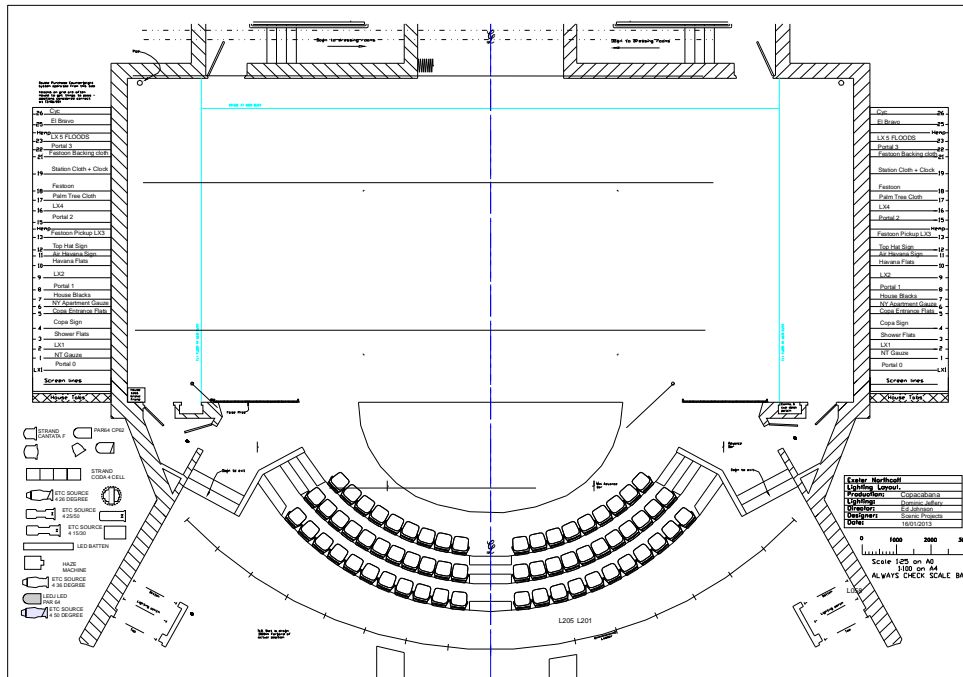
**Basic Plot:** (please give a short description about what your piece is about)

**Lighting Requirements:** (e.g. red back light, 3 bay warm and cold general cover, break-up gobos)

**Sound Requirements:** (e.g. we are touring a Qlab system and require a FOH left and right feed)

**Stage Requirements:** (e.g. we require a stage 6m x 6m wide with black masking)

**Stage Layout:** (please draw on this plan where large props and furniture are to be placed on stage)



**Actor / Audience Relationship:** (please describe where the audience is in relation to the action and the type of seating you are using. If standard configuration please leave empty)

**Costume:** (please detail what costumes you are bringing)

**Special Effects:** (e.g. smoke, haze, guns, pyrotechnics)

**Weapons:** (are you using swords for a fight or a blank firing gun)

**Any other info:** (e.g. we require drinking water on stage and a kitchen area in the dock)

**Notes:** Please be aware that **PRS** information is the responsibility of the hirer to provide. The Northcott Theatre operates within the CDM regulations 2015. We require all Risk Assessments and Method Statements 3 weeks prior to your visit. We also require plans and schedules 4 weeks in advance of your visit. If sound and lighting require pre visit work, please ensure we have the relevant files and paperwork no later than 1 week before your visit.

Once you have completed this document, please send to: [Technical@exeternorthcott.co.uk](mailto:Technical@exeternorthcott.co.uk)  
Any further questions you have or information you require should also be requested from the above address. We look forward to your visit.

