

PRE-PRODUCTION LIST

EVENT:

DATE:

GENERAL INFORMATION

- 1) Type of event, general overview:

- 2) Name of Contact Person: Phone #:
Technical Director: Phone #:
Experience:

Stage Manager: Phone #:
Experience:
- 3) Tech Rider
- 4) Manifest/# Techs,# in cast, # of chaperons etc.
- 5) Crew (ACPA/IATSE or Clients)
- 6) Piano Upright _____ 7'6" _____ Tune date/time:_____
- 7) Podium/location/(with/without mic)
- 8) Orchestra Shell (full,3/4,1/2) Position where?
- 9) Pit (On/Off Disc.) (pit level orchestra/house/stage Atwood)
- 10) Stairs (SR/SL)
a) Will audience be coming on stage at anytime?
- 11) Quick Change Booth (SR/SL)?
- 12) Stage Manager (SR/SL/Booth)?
- 13) Tables (SL/SR, on-stage, in house/judging)
- 14) Chairs (SL/SR)?
- 15) Orchestra Chairs #
- 16) Music Stands? How Many?

- 17) Risers (Number/Layout)
- 18) Flags
- 19) Signer/Access
- 20) Dressing Rooms

LIGHTING

- 1) Lighting designer:
Experience:

If ACPA is providing designer or lighting make appointments for meeting.
- 2) General description of lighting needs.(General wash,video lighting,concert lighting)

- 3) Crew (Go over minimum crew requirements)
- 4) Light Board Operator: ACPA Qualified :
- 5) Lead Electrician: (Meet ACPA Standards?)

Fly person (Meet ACPA Standards?)
- 6) Shop order (3 wks before load-in date)
 - a) Requests for equip. beyond normal inventory.
 - b) User providing any equip. (list)

 - c) Color & Templates (ACPA provide or user)
- 7) Tech table (what tools do you need)
- 8) Labor Costs/Shared?

SOUND

- 1) Sound Designer: Phone #:
Sound Board Operator:
ACPA/IA Labor (ACPA labor set up meeting)
- 2) Microphones:
a) Number of vocal mics, instrument mics, area mics

b) Number of wireless mics (body pac/hand held) (charge)

c) Number of Mic stands (straight stem/tripod/boom arms/desk)
d) Number of D.I. (guitar/keyboards)
- 3) Tape Machines
a) Cassette to playback, record
b) Reel to Reel playback, record
c) CD player?
d) Other inputs ?
- 4) Total number of inputs for show
(If total # of LIVE MICS exceeds 4 is should be mixed from House Mix position.)
a) House Mix position
- 5) Process Gear
a) Audio processing gear (EQ, delay, reverb etc.)
- 6) Outputs
a) Speakers in addition to those in theatre
b) Side fills (full range/bi-amped/tri-amped)
c) Front Fills (full range/bi-amped/tri-amped)
d) Stage Monitors (quantity/type)(full range/bi-amped)
e) Special effect speakers (quantity/model/approximate location)

7) Intercom (Number of stations)

8) Misc.

VIDEO

1) Monitors (type, location)

2) Cameras (type, location)

3) Slide or video projector (Only off site rental available)

1) Screen (type, size, location)

2) Projectors (type, location)

SPECIAL EFFECTS

1) Fog: when/how long

2) Strobe: when/how long

3) Gun Fire: when/how long

4) Pyro: (type)

a) Controller

b) Storage

c) Pyro technician:

d) Alaska Certified License #:

Phone #:

Expiration:

STAGE/CARPENTRY

1) Dance floor/size

2) Platforms, deck or ground cloth used

3) Trap being used, how much (Discovery only)

4) Hard scenery (any flying scenery hard/soft)

5) Soft goods: Will they need to be moved?
Any soft goods needed beyond original soft goods inventory.
Will any shell ceiling need to move?

6) Special Rigging (**Fred Sager must authorize all special rigging and riggers.**)

7) Crew, Riggers: Phone #:

Go over minimum crew requirements for soft good moves.
Only qualified fly people can do moves.

8) Flying people: Name of licensed and bonded rigging company:

The only local riggers allowed to fly people, no exceptions, are Fred Sager ,Gary Field or Dan Hemme. Make appt. to meet with them.