# [Title of Work]

## Technical Specifications

*Use the following guide to document your production Tech Specs.*

*A good set of Tech Specs should include the following*

* *key technical contact*
* *a brief description of the production*
* *Details on who developed the production*
* *Number of performers, touring party, etc*
* *Indicative show rating – M, PG etc*
* *List the development team*
* *Show run time*
* *Lock out policy*
* *Details of specific content for warnings – eg: nudity, risk work, smoke, haze, strobe*
* *Outline the requirements the venue / presenter will need to supply*
* *Outline the requirements the touring party / producer will supply*

*Complete the following details about your production. Supply plans and technical documentations via free file transfer sites such as Google Drive, OneDrive or Drop Box and include the link in your technical specifications documents so everything can be accessed from one place. Be sure to date the tech spec and ensure you send the latest version. Title your tech spec for easy identification, similarly with the subject header of your email when issuing updates.*

*Tech spec should be an all-inclusive document, avoid attachments that can get lost.*

*If you have any questions about preparing your technical specifications, contact QTouring at hello@qtouring.com.au*

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| Please note The following are the technical requirements for this production. We do understand that some venues and promoters won’t be able to supply every item contained here-in.  Please contact our Technical Contact below to discuss. |

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| Technical Contact [Insert Name] [Insert Role] [Insert Phone] [Insert Email] |
| On-Tour Contact [Insert Name] [Insert Role] [Insert Phone] [Insert Email] |
| Touring Party [Insert Name] [Insert Role] [Insert Name] [Insert Role] [Insert Name] [Insert Role] [Insert Name] [Insert Role] [Insert Name] [Insert Role] [Insert Name] [Insert Role] [Insert Name] [Insert Role] [Insert Name] [Insert Role]  *Provide a complete list of personnel in the touring party including their position.* |

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| Technical Summary [Insert Text]  *Provide an overview of the technical and production requirements, including any critical issues.* | |
| Schedule and Crewing  |  |  |  |  | | --- | --- | --- | --- | | DAY [Insert Number] | | | | | [Insert Time] | [Insert Activity] | [Insert Venue Crew] | [Insert Tour Crew] | | [Insert Time] | [Insert Activity] | [Insert Venue Crew] | [Insert Tour Crew] |  |  |  |  |  | | --- | --- | --- | --- | | DAY [Insert Number] | | | | | [Insert Time] | [Insert Activity] | [Insert Venue Crew] | [Insert Tour Crew] | | [Insert Time] | [Insert Activity] | [Insert Venue Crew] | [Insert Tour Crew] |  |  |  |  |  | | --- | --- | --- | --- | | DAY [Insert Number] | | | | | [Insert Time] | [Insert Activity] | [Insert Venue Crew] | [Insert Tour Crew] | | [Insert Time] | [Insert Activity] | [Insert Venue Crew] | [Insert Tour Crew] |   *Include a detailed schedule*   * *Bump-in* * *Lighting Focus, Plot* * *Sound Check* * *Show duration including interval* * *Bump Out*   *Each session should have*   * *Start and end time* * *Activity* * *Number of crew required from venue / Presenter for each session* * *Number of crew supplied by touring company / Producer for each session* * *Terminology:*   + *MX = Mechanist (set + staging technician)*   + *LX= Lighting Technician*   + *SND = Sound Technician*   + *AV = Audio-Visual / Projection Technician*   + *SM = Stage Manager*   + *ASM = Assistant Stage Manager*   *e.g.*   |  |  |  |  | | --- | --- | --- | --- | | DAY 1 | | | | | 0900 – 1200 | Built set | 3 x Venue MX | 1 x Touring MX | | 1200 – 1300 | Lunch |  |  | | 1300 – 1800 | Build set cont’ | 3 x Venue MX | 1 x Touring MX | | 1800 | MX Finish |  |  | | 1800 – 1900 | SND Install | 1 x Venue SND | 1 x Touring SM | | 1900 – 2200 | LX Focus | 3 x Venue LX | 1 x Touring LX, SM | | 2200 | Finish |  |  | | |
| Requirements – Crewing   * [Insert Text] * *Include job requirements and any specific skill set or knowledge area* * *Include hours required* * *Include estimation of hours* | |
| Requirements – Venue  * [Insert Text] * *Stage requirements*   + *performance dimensions*   + *legs and borders*   + *masking*   + *wing space*   + *prosc height*   + *fly lines*   + *rigging points*   + *rear stage crossovers*   + *flooring (eg tarkett and/or sprung floor)*   + *electrical fixtures (not included in lighting) eg: powerboards for hairdryers* * *Advise if you require a production desk set up for technical rehearsals and if so, the preferred location for a production desk* * *Advise if you require access from the auditorium directly onto stage* * *Advise if you require additional storage space, or rehearsal studio spaces* * *Elevated working platforms, lifters, scissor lifts, ladders etc required* * *Additional tables for props, quick changes, work spaces required* | |
| Requirements – Lighting  * [Insert Text] * *List the equipment the venue is to supply* * *List the equipment and lighting console being toured* * *Include a patch list and cue sheet* * *Include a gel cut list* * *Include a lighting plot* * *Include smoke/ haze requirements* * *Include onstage power requirements* * *Request the venues patch sheets be available on request for efficient planning* * *Request venue supply all lighting fixtures, clamps, safety chains, barn-doors, irises, H-Stands, cable, dimmers and colour as indicated on the lighting plan; plus DMX feed to Lighting Operation position* * *All lighting to be rigged, coloured, patched and flashed prior to touring party arrival.* * *All substitutions to be advised and discussed with the Production Manager prior to tour arrival.* * *Isolation for Smoke/ Haze* * *House light requirements. Do the house lights need to be programmed into the lighting desk.* | |
| Requirements – Audio  * [Insert Text] * *List the equipment the venue is to supply* * *List the equipment being toured* * *Include a microphone patch list* * *Include details on production playback* * *Include a stage plan* * *Advise of any foldback requirements and positions; eg. Hung, on the floor in the wings, behind a set piece, next to piano, etc* * *Include preferred audio desk position* * *Detail the performance communications required (wireless headsets, wired headsets etc)* * *Advise if cue lights are required and placement* * *Back of house paging and show relay requirements* |
| Requirements – AV  * [Insert Text] * *List the equipment the venue is to supply* * *List the equipment being toured* * *Include details on production playback* |
| Requirements – Set  * [Insert Text] * *List the equipment and set items being toured* * *Advise if there are any dangerous or valuable props* * *Include a set drawing* * *Include a floor plan* * *Include details on set pieces including weight if being hung* * *List the equipment the venue is to supply* |
| Requirements – Costumes  * [Insert Text] * *List the number of dressing rooms required (Male, Female, Production etc)* * *Advise if you require access to laundry facilities, including washing machine, dryer, iron steamer, sewing machine and ironing board* * *Include number of wardrobe racks required, including positions for quick changes* * *Advise if additional mirrors are needed* |
| Requirements – Transport / Freight  * [Insert Text] * *List the number and size of vehicles requiring access to the loading dock* * *List the number of vehicles requiring parking spaces* * *Request details of any access issues that may be necessary to know* * *Provide contact details for the transport company (if items are arriving separately to the touring company)* |
| Requirements – Facilities  * [Insert Text] * *Advise if you require production office space with access to internet* * *Green Room requirements (rider, towels, ice)* * *Tea and Coffee Facilities* * *Bottled water* * *Wi-Fi* |
| Requirements – Merchandise  * [Insert Text] * *Specify requirements including tables, pin boards, power etc* * *Specify if you have a seller or if the venue needs to provide* * *Specify if you have your own float* * *Ask for details of venue commission details* * *Indicate if any of the touring artists will be signing or meet and greeting as a part of the merchandise plan* |
| Requirements – Plans  * [Insert Text] * *Ensure plans have a scale indicated* * *Don’t over complicate the drawings* * *Include a centre line* * *Include block diagrams for complicated wiring* * *Include photos* | |
| Requirements – Rider  * [Insert Text] * *Include all catering requirements – crew and artists* * *Include all dietary requirements* | |
| FOH Information  * [Insert Text] * *Are there lock out periods where late comers are not permitted to enter the theatre* * *Do artists enter or exit via the auditorium?* * *What additional information should ushers and FOH staff know about the performance?* | |