

Theatre Royal Pre-Production Requirements

Overview

Thank-you for bringing your production to The Theatre Royal Nelson!

This pack seeks information that provides us with an understanding of your creative and technical intentions so we make your transition into the building as easy as possible.

Hire Types

The nature of your hire will affect the degree of information we require as well as the level of responsibility your production crew will need to take on.

- If you have just a single day hire, plan to engage a Venue Technician, or would like us to source crew members for core roles; we will plan aspects relating to those departments.

- If you are hiring the theatre for multiple days as a key-holding company and working in the building without the presence of a Venue Technician, then all responsibilities become that of your own crew, primarily the Stage Manager.

Crew Training Requirement

To comply with our Health and Safety Policy, we require non-professional crew members working in the three core disciplines of Stage Management, Fly-Tower Operation & Technicians (Lighting/Sound) to hold a current ticket in their respective field - achievable by attending one of our quarterly courses which provides an induction into the operation of the building/systems and a detailed overview of their role responsibilities.

There are also exceptions available to those who are strictly operators for single day events. Please contact our Technical Manager to discuss or visit theatreroyalnelson.co.nz/crew

Production Meetings

We require at least one production meeting with you 1 month before your occupancy. Depending on your grasp with working in theatre you may choose to do so either before or have completed, or as you submit the following forms. Please contact the Theatre Technical Manager to arrange a suitable meeting time. Contact details are below.

Deadlines

1 Month Prior

- All technical plans
- HOD allocation
- Draft production Schedule
- Initial Production Meeting

2 Weeks Prior

- Risk Assessment
- Final Production Schedule
- Signed HOD Agreements
- Any updated or amended plans

This timeline gives time to consider and respond suitably as well as facilitate the arrangement of any additional crew, equipment, licensing or logistics with surrounding shows that may be required.

Please don't hesitate to get in touch if you require further information or guidance.

JR Richardson

Venue Technical Manager

Theatre Royal Nelson

027 4616458

Production@theatreroyalnelson.co.nz

Production Manager / Technical Director / Stage Manager

Group / Organisation Details

Name of group:

Event/Performance:

Company Head Contact Details

Contact A:

Role:

Cell:

Home:

Email:

Contact B:

Role:

Cell:

Home:

Email:

Building Access / Production Schedule

For security, air-conditioning programming and our understanding of your production timeline as well as knowledge of access, please provide a production schedule for your hire period.

Include times for access, pack in / out periods, fly rigging, lamp rigging, plotting, Dress / Technical rehearsals and performance times.

Department HOD's

HOD's must be currently ticketed in their departments: Stage Manager, Fly Tower, Technician and must sign an HOD agreement (attached) with a representative of the Production Company and Theatre Royal.

Stage Manager

Unless a Venue Technician is present, all production types require a ticketed Stage Manager. The Stage Manager is your key holder providing access to the rest of the Company and becomes responsible for the safety and security of the building and all of those within it. The Stage Manager is a large role and a ticket SM must be on-site at all times the building is occupied. Larger companies are recommend to have two or more Stage Managers so one may be relieved if needed.

Technicians (Sound / Lighting)

HOD's for Sound and Lighting must be proficient in their department to effectively manage their crew and degree of processes being carried out. The HOD for these departments do not need to be on-site for all performances but must suitably support their crew and operators during rehearsals while being available to attend to unforeseen circumstances.

Fly Tower

The Theatre Royal Fly-tower system is a specialist piece of equipment which must be only be operated by experienced and accredited personnel. A house technician must be onsite to manage the installation / removal of any flown elements, including adaptations to our standard configuration. Large or complex loads, or the suspension of people will require the engagement of a professional rigger. Please talk to our Technical Manager if your require assistance in sourcing one.

**Please attached the requested information and return to the Theatre Royal
Technical Manager 1 month prior to your occupancy**

Data Projection

The Theatre Royal has a full sized black cyclorama suitable for front or rear-projection and a full size Silver Cinema Screen for Front Projection. We can access a variety of projectors through our preferred suppliers.

1. Does your group require us to source a suitable data projector

Yes - Please provide details

No

Staging + Masking

1. Do you require the full depth of stage?

Yes

No - We can install a black curtain. Please inform us at which depth you would like it.

2. Do you have a set or large pieces to install on the stage?

Yes - Please provide detailed drawings including dimensions and methods of stability.

No

2. Do you require the use of the Orchestra Pit?

Yes - Please provide details

No

Special Effects

1. Does your group plan to use any special effects i.e: Pyrotechnics, Fire, Guns, Dry Ice etc:

Yes - Please provide details including those relating to the relevant permits.

No

Details of our stage and orchestra pit are available on our website

www.theatreroyalnelson.co.nz/docs

Technical Personnel

HODs will be identified in their respective department sections, Please identify any other ticketed crew you have working on the season

Name	SM	TECH	FLY

Theatre Royal HOD Agreement

This agreement is between parties: a) The Theatre Royal
b) The Producing Company
c) The Department HOD of:

Lighting Sound Fly Assistant SM / Stage Manager
(please check that which is applicable)

The Theatre Royal agrees:

- To provide the Producing Company with a pre-production requirement pack.
- That facility specifications are available online and can provide additional information on request.
- The chosen Department HOD is suitable to accept the responsibilities of managing their department systems, roles and crew.
- To provide a brief refresher to the Department HOD at the top of the occupancy.
- To provide the requested house equipment/systems in full functioning order.

Theatre Royal Representative

Name: _____ Role: _____

Date: _____ Sign: _____

The Producing Company Agrees:

- The chosen Department HOD will meet the needs of the production and the Theatre Royal.
- To support Department HOD's during pre-production with regular meetings or correspondence.
- To support the Department HOD in arranging a sourcing suitably skilled/ticketed crew.
- To returned the provided Pre Production Requirement Pack to The Theatre Royal completed to the degree of detail requested, and within the given timeframe.

Producing Company Representative

Name: _____ Role: _____

Date: _____ Sign: _____

The Department HOD Agrees:

- To undertake the role of HOD (for the departments indicated above) and perform the tasks/outcomes expected of them to the satisfaction of both the Producing Company and The Theatre Royal.
- To inform the Producing Company and Theatre Royal of their department's requirements or intentions to the degree of detail, and within the given timeframe as indicated in the pre-production requirement pack.
- To accept responsibility for maintaining the Theatre Royals systems and procedures, and safe working practices to the satisfaction of The Theatre Royal.
- To accept responsibility for overseeing / confirm the quality of work undertaken by department crew.
- To only use suitably ticketed crew.

Department HOD

Name: _____ Role: _____

Date: _____ Sign: _____

Lighting HOD

A full list of our house lighting facilities and standard plan is available on our website
www.theatreroyalnelson.co.nz/docs

Name: _____

Email: _____

Cell: _____

1. Do you intend to use the Theatre Royal lighting system? **Yes / No**
2. Do you intend use our standard lighting rig design?
Yes - Please provide us with details on any specific elements you require.
No - Please provide a copy of your lighting plan
3. A Venue Technician is required to be onsite to oversee changes made to the counter flown and motor hung LX bars. Do you require the Venue Technician to stay and assist with focus?
Yes / No
4. Do you require any assistance/training using The Theatre's lighting desk? **Yes / No**
5. Do you require us to source you specific colour gel?
Yes - Please provide a list of the sheets, rolls or cuts required.
No
6. Does you intend to use out-sourced lamps, effects or electrical equipment?
Yes - All electrical equipment must display a current safety test tag
No
7. Do you require us to source any additional lighting fixtures, rigging or accessories?
Yes - Please provide details
No
8. Do you require any atmospheric effects; Smoke or Haze?
Yes - We have access to quality hire machines and provide quotes. Provide details.
No

All crew working with theatre technical systems must hold a current technical ticket

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Department HOD

Name: _____ Role: _____

Date: _____ Sign: _____

Sound HOD

Full details about our house sound system and equipment is available on our website.

www.theatreroyalnelson.co.nz/docs

Name: _____

Email: _____

Cell: _____

The Theatre Royal sound system is configured to the room and provides even and clear coverage throughout the auditorium. Speaker system aside, only basic additional services including CD playback and 2 wired vocal microphones are included.

1. Do you intend to use the Theatre Royal sound system?
2. Do you require any additional equipment?

Yes - *We can arrange quotes from our preferred sound provider Sound.
Please provide details of your desired requirements.*

No

3. Do you require the assistance of a sound engineer to set up audio equipment? **Yes / No**

All electrical equipment must display a current electrical safety test tag.

All crew working with theatre technical systems must hold a current technical ticket

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Date: _____ Sign: _____

Fly HOD

Full details about our house sound system and equipment is available on our website.

www.theatreroyalnelson.co.nz/docs

Name: _____

Email: _____

Cell: _____

1. Does your group intend to fly or rig any objects above the stage?

No

Yes - Please provide:

- A fly plot outlining the positions and weights of each object
- Drawings or images of any custom pieces. Include details of dimensions materials and fixings use.

2. Do you intend to suspend persons?

No

Yes - Please provide contact details for your rigger.

3. Do you intend to live fly during the show?

No

Yes

All crew working with the theatre flying systems must hold a current Fly Operators Ticket

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