

HOUSTON BALLET

STANTON WELCH - ARTISTIC DIRECTOR

Technical Questionnaire

Presenter _____ **Contact** _____

Presenter Address _____

City _____ **State** _____ **Zip** _____

Phone No. _____ **Fax No.** _____

Theater _____

Theater Address _____

City _____ **State** _____ **Zip** _____

Loading Dock Address _____

City _____ **State** _____ **Zip** _____

Stage Door Address _____

City _____ **State** _____ **Zip** _____

Main Phone No. _____ **Backstage Phone No.** _____

House Manager _____ **Phone No.** _____

Box Office Manager _____ **Phone No.** _____

Press Agent _____ **Phone No.** _____

Production Mgr. _____ **Phone No.** _____

Stage Manager _____ **Phone No.** _____

Is the venue a Union House _____ **If so, IATSE Local #** _____

IATSE Business Agent _____ **Phone No.** _____

Address _____

City _____ **State** _____ **Zip** _____

Minimum House Crew requirements _____

Minimum Load in crew _____ **Minimum Load out crew** _____

Security at stage door Yes or No **Stage door phone no.** _____

Backstage pass required Yes or No _____

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Loading Facilities

Loading Door Size ~ Clear width _____ Clear Height _____

Can a 53' trailer back up easily into loading dock _____

Height of loading dock _____ Width of loading dock _____

If dock is not truck height how is stage accessed _____

If elevator is used Height _____ Width _____ Depth _____

Weight capacity _____

Does the loading dock include space for storage or open straight to the stage _____

Stage Dimensions

Height of proscenium _____ Width of proscenium _____

Distance from curtain line to back wall _____ from edge of stage _____

Minimum wing space stage right _____ stage left _____

Overall width of stage _____ depth of stage _____

Is there access from front of house to backstage _____

If yes, how is access controlled _____

Is there a drawing of the stage _____ An electronic version _____

Is there a section of the stage _____ An electronic version _____

Stage Rigging

Working grid height _____ Total number of line sets _____

How many line sets can be cleared for use _____

Indicate any line sets that cannot be cleared on hang plot

Is fly system Counterweight _____ Single or Double purchase _____

Electronic wench _____ Max speed (ft /sec) _____ Min speed _____

Other _____

Do all pipes come in to a reasonable working height from floor (3' - 4') _____

Do all pipes go out completely to grid height _____

Are any line sets motorized _____ (indicate on hang plot)

Sufficient weights to balance each line at a max weight of 600 lbs _____

If not, how much weight _____

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Stage Rigging continued

Distance from front curtain to 1st line set _____ Last line set _____

Distance from last line set to back wall _____

Length of pipes _____ Extensions available _____ Outside diameter of pipes _____

Are there any elements permanently attached to any line set _____ (indicate on hang plot)

Locking rail location Stage Right or Stage Left Height off stage _____

Pin rail location Stage Right or Stage Left Height off stage _____

Loading rail location Stage Right or Stage Left Height off stage _____

Please complete attached hang plot, or include house hang plot. Indicate any pipes that have special considerations that will affect the hang of the show.

Soft Goods

Number of sets of legs _____ Height _____ Width _____ Color _____

Number of borders _____ Height _____ Width _____ Color _____

Is fullness sewn in _____

Number, color & sizes of scrims, cyc or bounce and plastic _____

Does front curtain Travel or Guillotine Is curtain Manuel or Electric

Orchestra

Dimensions of orchestra pit: Length _____ Width _____ Depth _____

Number of musicians pit can comfortably accommodate _____ Is it hydraulic _____

Can musicians enter pit at it's performance level _____ If no, then how _____

Are there music stands and lights _____ Number of stands of lights _____

Is there a conductor podium available _____

Type and condition of piano(s) available _____

Location of piano(s) _____

Can the piano be moved _____ Is there a separate piano in the rehearsal facilities _____

Are there remote rehearsal facilities for the orchestra _____

Location _____ Size _____ Duplicate Stands, Lights, Percussion _____

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Orchestra continued

Is there a conductor's lounge _____ Location _____

Does it have a piano _____ restroom facility _____ shower _____ access to the pit _____

Name / Address of local orchestra _____

Music Director _____ Phone No. _____

General Manager _____ Phone No. _____

Librarian _____ Phone No. _____

Sound

Describe house sound system _____

Are there backstage monitors available _____ How many _____

Is there a wired intercom system _____ Brand _____

Is there a wireless system _____ Brand _____

Quantity of headsets _____ Quantity of biscuits _____

Are there lines to: Spot booth _____ Light booth _____ Sound booth _____ Fly rail _____

Pit _____ Stage Left _____ Stage Right _____

Is there a paging system to the dressing rooms _____

Is there program feed to the dressing rooms _____

Is there a communication system to front of house _____

How is the audience paged to return to the theater _____

Rehearsal Facilities

Are there studios in the theater _____ Length _____ Width _____ Height _____

Floor construction _____

Floor surface _____ Rosin use _____

Number of built in ballet barres _____ Number of portable barres _____ Mirrors _____

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Rehearsal Facilities continued

Type of piano available _____ Condition _____

CD Player and sound system available _____

TV available _____ DVD available _____

Access to dressing rooms _____

Hours available for rehearsal _____

If not available in the theater, please describe remote facility

Location _____ Distance from theater _____

Length _____ Width _____ Height _____

Floor construction _____

Floor covering _____ Rosin use _____

Number of built in barres _____ Number of portable barres _____

Lighting

Number of dimmers available _____ Capacity per dimmer _____ Type _____

Are there hard wired electrics _____ (please indicate on a light plot of ground plan)

Type of light board _____ Location of board _____

Can the house system accommodate an ETC EOS or ION _____

Is there permanent front of house lighting _____ Include light plot indicating type and position

Is there a house plot hung on stage _____ Include light plot indicating type and position

Can the house plot be altered to accommodate our plot _____

House lighting inventory (listed by brand, type & quantity) _____

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Dressing Rooms

Private dressing rooms **Total Number** _____ **Capacity of each room** _____
Location of private dressing rooms _____
Mirrors _____ **Lights** _____
Tables _____ **Chairs** _____
Sinks _____ **Showers** _____
Toilet _____ **Costume rack** _____
Hot / Cold water _____ **A/C ~ Heating** _____
Electrical outlets _____ **Towels** _____
Other _____

Soloist dressing rooms **Total Number** _____ **Capacity of each room** _____
Location of private dressing rooms _____
Mirrors _____ **Lights** _____
Tables _____ **Chairs** _____
Sinks _____ **Showers** _____
Toilet _____ **Costume rack** _____
Hot / Cold water _____ **A/C ~ Heating** _____
Electrical outlets _____ **Towels** _____
Other _____

Chorus dressing rooms **Total Number** _____ **Capacity of each room** _____
Location of private dressing rooms _____
Mirrors _____ **Lights** _____
Tables _____ **Chairs** _____
Sinks _____ **Showers** _____
Toilet _____ **Costume rack** _____
Hot / Cold water _____ **A/C ~ Heating** _____
Electrical outlets _____ **Towels** _____
Other _____

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Other Rooms

Is there an orchestra lounge separate from the dancer lounge _____

Are there restroom facilities _____ Vending Machines _____ Drinking water _____

Is there a dedicated wardrobe room _____ Location _____

Approximate size _____ Washer / Dryer available _____ Location _____

Can wardrobe crates be stored in hallway near dressing rooms _____

Is there a special area for shoe spraying or other painting _____

Is there a room available for Physical Therapy _____ Location _____

Size _____ Electrical outlets _____ Water _____

Is there clean, cool drinking water readily available through out the dressing room areas _____

Stage Floor

Is the stage floor raked _____ Trapped _____ Waxed or polished _____

Can tape be used to lay a vinyl floor directly on the stage _____

Can floor be nailed, screwed or stapled directly into _____

Condition of floor _____

Please describe construction of floor from structural steel or slab to the top layer _____

General

Are there parking facilities at the theater for busses and trucks _____

If not, where is the closest parking area _____

Can the house be stripped prior to our arrival _____

Please include along with any other technical data, a scale ground plan, section, lighting equipment inventory and house light plot if any.

Please return to :

Brian Walker, Production Manager

Houston Ballet

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Houston, TX 77019

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