



# Technical Questionnaire

Please complete and return 2 weeks prior to your booking to Sean Lett by fax 905-815-2002, or [sean.lett@oakville.ca](mailto:sean.lett@oakville.ca) Telephone enquiries: 905-338-4162

Show / Title \_\_\_\_\_  
Group / Sponsor \_\_\_\_\_  
Date \_\_\_\_\_  
Producer \_\_\_\_\_ Phone \_\_\_\_\_  
Stage Manager \_\_\_\_\_ Phone \_\_\_\_\_  
Technical Contact \_\_\_\_\_ Phone \_\_\_\_\_

## Stage set-up

Actual stage size required. \_\_\_\_\_  
Will you be using the orchestra pit? \_\_\_\_\_

## Equipment

9' Grand Piano (stage only)  Upright piano (in orchestra pit)  Dance floor   
Acoustic Shell  Chairs (max 75) \_\_\_\_\_ Music Stands (max 50) \_\_\_\_\_  
Risers \_\_\_\_\_

## Fly information

Main Curtain \_\_\_\_\_  
Mid Traveler \_\_\_\_\_  
Blackout drop \_\_\_\_\_  
Upstage Traveler \_\_\_\_\_  
Cyclorama \_\_\_\_\_  
Other \_\_\_\_\_

## Lighting

Do you want a prehang completed before your arrival? \_\_\_\_\_  
**We must receive your lighting plot 7 days in advance in order to do a prehang!**

## Sound

Do you require any microphones? \_\_\_\_\_  
Do you require any extra speakers? \_\_\_\_\_  
Will you be bringing any equipment? \_\_\_\_\_  
Do you need seats in the theatre for a sound console? \_\_\_\_\_  
Will you be making an audio recording of the show? \_\_\_\_\_

## Video

Do you require a video projector? \_\_\_\_\_  
Do you require a front or rear projection screen? \_\_\_\_\_  
What type of source is the material on (DVD, computer, etc.)? \_\_\_\_\_

# Technical Information

## 1. POLICIES AND PROCEDURES

- a) All cast and crew are asked to enter and exit through the stage door at the Southwest corner of the building.
- b) The stage door will be locked 15 minutes prior to the start of the performance. Alternatively, clients may post security personnel at the stage door to control access.
- c) **Smoking is not permitted anywhere on the premises.**
- d) **Alcoholic beverages are not permitted in the dressing rooms or on stage.**
- e) Food and beverages are not permitted on stage or in the auditorium. Water is allowed.
- f) Bulletin boards have been provided for displaying notices throughout the building. Notices taped to painted surfaces will be removed.
- g) A working Technical Supervisor is provided with every booking. Additional technical staff may be arranged through the technical office with 2 weeks prior notice.
- h) Additional equipment and gobos can be provided with 2 weeks' notice at an additional charge.
- i) The fire curtain line must be able to be cleared within three minutes at any time during the booking.
- j) The use of flammable solvents, open flame, or fire is not allowed on the premises without written permission from the Oakville Fire department.
- k) Any production planning to use pyrotechnics must contact the technical office a minimum of 2 weeks (4 weeks is recommended) prior to the load in of the production. The Authority Having Jurisdiction in Oakville is the Oakville Fire Department.
- l) All touring crew and stagehands are required to wear safety foot ware on stage and in the loading areas during all load ins, set ups and strikes. Other PPE as necessary may be issued by the Supervisor on duty.
- m) Only personnel authorized by the Technical Supervisor are permitted to operate Oakville Centre equipment. This includes the fly system and scissor lift.
- n) Nailing, screwing or stapling to the stage floor is prohibited.
- o) The auditorium/studio must be completely cleared of all personnel 30 minutes prior to a performance. The Technical Supervisor will act as liaison with the House Manager to open the house and will be notified by the House Manager when the house is in.
- p) In order to arrange tuning we require two weeks notice if you intend to use one of our pianos.
- q) Any production that requires the use of auxiliary power must contact the technical department at least 2 weeks prior to the load in so that an electrician can be scheduled.
- r) Any production planning to fly any scenic elements must provide details to the technical office at least 2 weeks prior to the load in.
- s) The Oakville Centre will make a house announcement at the start of every show stating that the use of flash photography and recording devices is strictly prohibited. As well, as a reminder to turn off all watches and cell phones will be made.
- t) All belongings, set pieces and equipment must be removed at the end of the booking unless cleared with the technical department 1 week in advance. Additional cost may be incurred.
- u) The Oakville Centre will not fly performers in the theatre. If you are considering flying performers, contact the theatre immediately.
- v) Persons needing wheel chair access to the stage should contact the theatre in advance of booking the theatre.
- w) Productions that intend to use live animals in a performance must obtain a permit from the Town of Oakville. See bylaw number 2003-116.
- x) Wireless internet access is available in the building at no charge. It is subject to the internet access policy of the Town of Oakville and can be restrictive.