



Auditorium Technical Questionnaire

Any questions about completing this form should be directed to:

Andrew Moyer

905-338-4162

andrew.moyer@oakville.ca

<p style="text-align: center;">Title of Event:</p> <p>Name of Presenting Organization:</p> <p>Name of person completing this form:</p> <p>Email: Phone:</p>
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<p>Stage Manager Name:</p> <p>Email: Phone:</p>
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<p>Technical Contact Name:</p> <p>Email: Phone:</p>
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Event Date and Time

Day of the Week	Date	Time	Length of 1st Act	Length of Intermission	Length of 2nd Act	#
						1
						2

General Equipment - will you be using the:

Orchestra pit	Yes	No	
Upright piano in the orchestra pit	Yes	No	Piano must be tuned by OCPA tuner
9' grand piano (onstage only)	Yes	No	2 weeks' notice required
Acoustic shell	Yes	No	
Music stands (50 maximum)	Yes	No	
Chairs (75 maximum)	Yes	No	
Dance floor	Yes	No	

Risers: Yes No Notes:

Main Curtain	Yes	No	Mid stage Traveler	Yes	No
Upstage Traveler	Yes	No	Cyclorama	Yes	No
Black scrim	Yes	No	Blackout drop	Yes	No
Will you be bringing any scenery pieces to be flown				Yes	No

If yes, please describe:

Lighting

Will you be using the House lighting plot? Yes No [House Lighting Plot](#)

If no, please contact the tech department to schedule a prehang (plot required 7 days in advance)

OCPA's gobo inventory is available at oakvillecentre.ca

Do you require space in the theatre for a lighting console? Yes No

Sound

Do you require any microphones? Yes No

Please note that there is a nominal charge for microphone batteries

If yes, please describe:

Do you require space in the theatre for a sound console? Yes No

Video

Will you be using the video projector? Yes No

What is the source of the material (i.e. DVD, USB, laptop)

Will the event be photographed or videotaped? Yes No

Please note that any visual recording must be made from a fixed location, camera operators are not permitted to move through the auditorium during a performance. Please confirm camera location(s) as soon as possible.

Do you require space in the theatre for cameras? Yes No

Effects

Will you be using:

OCPA hazer or fog machine Yes No

Dry ice Yes No OCPA does not have this equipment, please contact us for options

Strobe lights Yes No Warning notices must be posted

Pyrotechnics Yes No

Flammable solvents, open flame or fire Yes No Please contact the technical staff as soon as possible, permits will be required

Live animals Yes No

For other available equipment, please see our [downloads page](#)

Equipment not listed can be provided at additional cost with a minimum of two weeks' notice.

Next Steps: have you completed and returned the Audience Services **Questionnaire?**