TECHNICAL SUPPORT AND SPECIFIC SET UP REQUIREMENTS FORM FOR BANKSTOWN ARTS CENTRE THEATRE

BOOKING DETAILS

☐ **Theatre and Foyer**   ☐ **Theatre Only**

Name of Hirer	Mr / Mrs / Miss / Ms (Please Circle)
Organisation	

Name of the Event		**Type of event**	
Date		**Time**	

ROOM SET UP (Seating and Table layout)

The maximum seat capacity in the Theatre is 130.

Please specify below if you require extra chairs and tables.

☐ Number of chair/s: _____ (additional chairs are not to be used as audience seatings).

☐ Number of Rectangular Table/s: _____

☐ Mics How many - _____

(4x SHURE wireless mics and receivers, 2x vocal, 2x instrumental and 4x transmitter pack/ headset)

☐ Mic stands (if required) How many _____

☐ Fold back speaker (if required) How many _____

Hirer will need to hire additional technical equipment that is not part of our basic set up.

Items and equipment available for hire (additional cost involved):

☐ Up to 50 Cups, glasses, teaspoons, forks or butter knives (stored in the kitchen).

☐ Urn

☐ Lectern

☐ Whiteboard

☐ providing own equipment. Please advise if you will be bringing your own equipment

such as laptop (please bring your cables, adapters and converters), projector, cd player and

etc. Please specify _____

THEATRE ONLY - TECHNICAL SUPPORT REQUIREMENTS

☐ Public address and/or amplification (*microphones and speakers*)

☐ Music playback e.g. CD, ipod, usb, etc (*please specify*) _____

☐ Video playback e.g. DVD, presentation etc (please specify) _____

☐ Laptop set up for presentations (you must bring your own laptop and adapter)

☐ Mac   ☐ Windows   ☐ Wi-fi

Please note: Council's technician is for a minimum of four (4) hours and double rates apply after twelve (12) hours.

Cost for this service is additional to the rental charge and will be quoted once the booking is confirmed.

THEATRE ONLY - TECHNICAL SUPPORT REQUIREMENTS

Please tick the appropriate boxes and write information in spaces provided (or attach notes).

Please provide a rough stage plan showing positions of props/scenery, people, lectern for speeches and any signage etc.
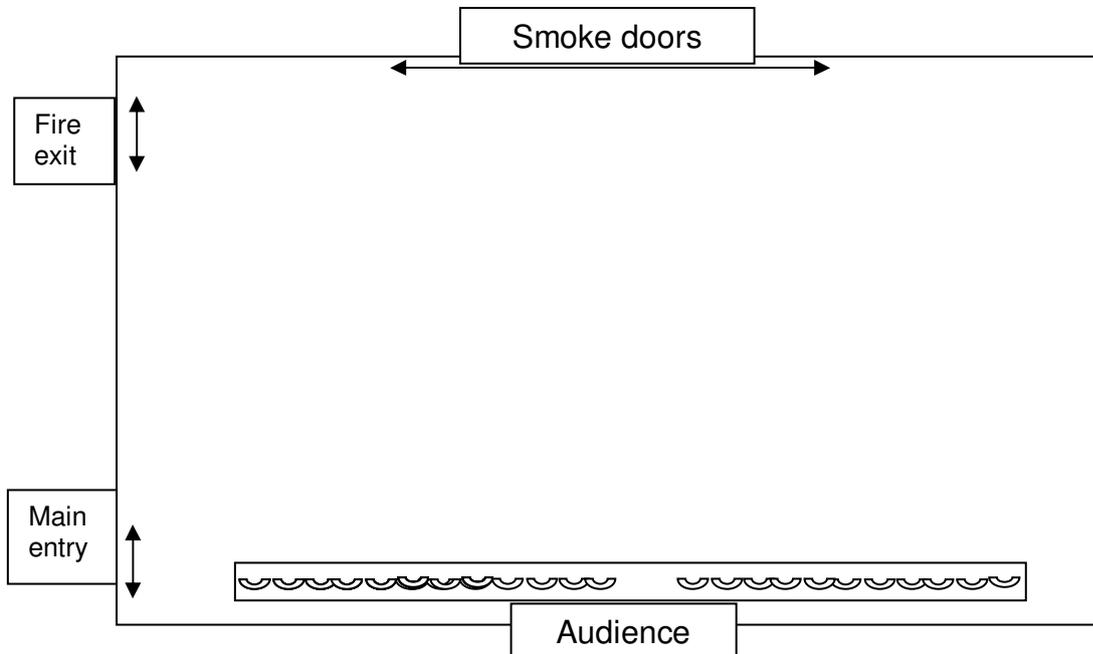
☐   A list of instruments if any.

_____

☐   **Running order**
Please attach a running order of what's actually happening. (speech, then performance, speech, video etc.)

_____

_____

☐   **Projector**
If using the projector, a DVD disc **or** your own laptop is needed. (at the moment there is no provision to send 2 inputs at once)

☐   **Lighting**
Any specific lighting needs to be arranged in advance with the venue as there are no colours in any of the lights. Eg, to achieve a night scene, daytime etc. The cost of any colour gels will be at an extra cost.

The above list is a great starting point as it allows the technician to get things setup and tested prior to the event. The technician will contact the client prior to the event, to discuss requirements in more detail.