



TECHNICAL WORKSHEET – PRODUCTION INFORMATION
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PRODUCTION INFORMATION

Organization Name _____ Fax _____

Address _____ City _____ State _____ Country _____ Zip Code _____

1ST CONTACT

Name _____ Title _____

Organization Name _____ Phone # _____ Cell Phone # _____ Email Address _____

2ND CONTACT

Name _____ Title _____

Organization Name _____ Phone # _____ Cell Phone # _____ Email Address _____

3RD CONTACT

Name _____ Title _____

Organization Name _____ Phone # _____ Cell Phone # _____ Email Address _____

PERFORMANCE VENUE

Venue Name _____

Address _____ City _____ State _____ Country _____ Zip Code _____

Primary Contact _____ Title _____ Phone # _____ Cell Phone # _____

Email Address _____ Nearest Major Airport _____ Title of Show _____ Version _____

Preferred Load-In Date _____ Show Opening _____ Show Closing _____

Do you require a flying director to be present for the entire run of the show? _____

Describe specific flying effects needed for this production along with characters that fly. _____

FACILITY INFORMATION Please fill out the information below to the best of your ability. Measurements must be accurate and real. Guessing doesn't help us.

Type of Venue _____



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FOR THEATRES ONLY

Proscenium Height _____ Opening Width _____

Trimmed Opening Height (distance from the floor to the bottom of the teaser, border or other masking) _____

Trimmed Opening Width (distance between the legs or other masking) _____

Grid Height _____ Access to Grid _____ Can you walk the grid? _____ Type of Counterweight system _____

Counterweight System installed by _____ Date of Last Inspection _____

Batten Length _____ Max Batten Height _____ Batten Diameter _____

Distance from the last pick-up point to the end of the batten on both sides _____ How close can the battens come to the floor? _____

Maximum weight capacity of the counter weight arbors (must provide own weight.)

NO-FLY SYSTEM (NON-TRADITIONAL THEATRE)

On what type of structure will our equipment hang (i.e., pipes, l-beams, etc.)?

FOR I-BEAMS

What is the orientation of the l-beams? Upstage/downstage or stage left/stage right? _____

How many l-beams are there and what is the distance between each one? _____

Is there space above the l-beam for a chain to go over is the l-beam flush with the ceiling? _____

What are the measurements of your l-beams? Overall height? _____ Overall width? _____ Bottom flange thickness? _____

List any permanent interference that would inhibit our rigging (screen, work lights, etc.) _____

What is the distance from the floor to the bottom of the structure on which we will hang? _____

Access to ceiling or structure (i.e., scaffolding, lift, cat walk, ladder, etc.)? _____

SHIPPING INFORMATION

Does the theatre have a loading dock for a semi trailer to unload? _____

Individual shipping packages may weigh in excess of 500 lbs.

If you do not have a loading dock, will you require a lift gate on the delivery truck? _____

SELECT YOUR FLYING PRODUCER

- checkbox Emily Ballou checkbox Kate Schroeder checkbox Alyssa Manning checkbox Jessica May checkbox Don't Know

DEVELOPMENT FACILITY
611 Industry Road | Louisville, KY 40208 | tel: 502.637.2500 | fax: 502.637.7878

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