**TECHNICAL REQUIREMENTS FORM**

**Name of Company:** Click here to enter text.

**Brief Description of the Production:** Click here to enter text.

**Organizational Leader**

Name, Phone, E-mail: Click here to enter text.

**Stage Manager**

Name, Phone, E-mail: Click here to enter text.

**Director/Choreographer**

Name, Phone, E-mail: Click here to enter text.

**Musical Director**

Name, Phone, E-mail: Click here to enter text.

Name, Phone, E-mail: Click here to enter text.

Name, Phone, E-mail: Click here to enter text.

**Lighting Designer**

Name, Phone, E-mail: Click here to enter text.

**Set/Prop Designer/s**

Name, Phone, E-mail: Click here to enter text.

Name, Phone, E-mail: Click here to enter text.

**Projection Designer**

Name, Phone, E-mail: Click here to enter text.

**Run Crew Team**

Name, Phone, E-mail: Click here to enter text.

Name, Phone, E-mail: Click here to enter text.

Name, Phone, E-mail: Click here to enter text.

**Performance Dates/times:** Click here to enter text.

**Load-in Dates/times:**Click here to enter text.

**Rehearsal Dates/times:** Click here to enter text.

**SPACE**

Are you using areas of the theatre for performance other than the stage? Click here to enter text.

If yes, explain: Click here to enter text.

**FLY**

Bare wall, Cyc, star drop, black drop, other? Click here to enter text.

If other, explain: Click here to enter text.

Do you need another arrangement with the theatre legs? Click here to enter text.

If yes, explain: Click here to enter text.

Other hanging elements: Click here to enter text.

**SET/PROPS**

A detailed list of all sets and props to be used in the production:

Click here to enter text.

Sets and props that have not been found:

Click here to enter text.

Sets and props of BTP’s that are to be used:

Click here to enter text.

**LIGHTS**

Do you plan to do your own hang?  Click here to enter text.

If so, when to schedule and number of crew to help? Click here to enter text.

**Please Note: If you hang your own plot you are responsible for restoring the Standard House Hang of BTP.**

Specials needed for the production (Special Effects, Strobe, Blacklights, etc….): Click here to enter text.

**SOUND**

Microphone requirements: Click here to enter text.

Live Instruments: Click here to enter text.

What additional Equipment will be required? Click here to enter text.

**We have a Mac with Q-lab software that can be programmed.**

**PROJECTION**

Are you planning to use projection? Click here to enter text.

**We have the hanging rig but not a projector or a laptop to use.**

What are you projecting on? Click here to enter text.

Where will the projector be? Click here to enter text.

**PYRO ?** Click here to enter text.

**CREW**

Will the show require run crew and how many? Click here to enter text.

Please fill out form and return via e-mail to office@theatreproject.org

Or mail to:

Theatre Project

Attn: Technical Director

45 West Preston Street

Baltimore, MD 21201