TECHNICAL REQUIREMENTS FORM

Name of Company:

Brief Description of the Production:

Organizational Leader
Name, Phone, E-mail:

Stage Manager
Name, Phone, E-mail:

Director/Choreographer
Name, Phone, E-mail:

Musical Director
Name, Phone, E-mail:
Name, Phone, E-mail:
Name, Phone, E-mail:

Lighting Designer
Name, Phone, E-mail:

Set/Prop Designer/s
Name, Phone, E-mail:
Name, Phone, E-mail:

Projection Designer
Name, Phone, E-mail:

Run Crew Team
Name, Phone, E-mail:
Name, Phone, E-mail:
Name, Phone, E-mail:
Performance Dates/times:
Load-in Dates/times:
Rehearsal Dates/times:

SPACE
Are you using areas of the theatre for performance other than the stage?
If yes, explain:

FLY
Bare wall, Cyc, star drop, black drop, other?
If other, explain:
Do you need another arrangement with the theatre legs?
If yes, explain:
Other hanging elements:

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

Sets and props that have not been found:

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

LIGHTS
Do you plan to do your own hang?
If so, when to schedule and number of crew to help?

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....):
SOUND
Microphone requirements:
Live Instruments:
What additional Equipment will be required?

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

PROJECTION
Are you planning to use projection?
We have the hanging rig but not a projector or a laptop to use.
What are you projecting on?
Where will the projector be?

PYRO?

CREW
Will the show require run crew and how many?

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