

PRODUCTION FILE

This Production File should be presented to Venue staff upon arrival at the theatre on the first day of the hire and should contain, as applicable:

1. Contact details for all organisers, including mobile telephone numbers.
2. Contact details for the individual(s) responsible for the cast and crew in the event of an emergency. This person(s) must present themselves on the first day of the hire for a Health and Safety briefing and continue to be on site at all times during the hire.
3. A full list of the company on site- including organisers, helpers, chaperones, cast and crew.
4. Details of chaperone arrangements and supervision (dressing rooms, sign-in sheets etc.)
5. A copy of the script, lighting and sound plot and any other relevant production details.
6. A copy of the performance rights licence for the play or a completed PRS form for any musical content.
7. Detailed method statements for the production's construction and operation including a ground plan.
8. Certificates of flame-retardancy
9. PAT certificates for electrical items
10. Details of any special effects
11. Risk assessments of any special effects
12. COSHH assessments of substances used in the production
13. Temporary Structure Inspection Certificates
14. Insurance certificates for the Visiting Company's equipment, scenery, costumes, etc.
15. Details of any special power requirements.
16. Copies of radio licences, if bringing own sound equipment on site.

COMPANY SIGN-IN SHEET

Sign-In Sheet

Event:**Date:**

Organiser:

Location/Room:

Total Company Nos

[illegible]

EXAMPLE SOUND & LIGHTING PLOT

It is recommended that you clearly mark (in pencil) all cues in the script – complete with all changes, stage directions and cuts.

If Venue staff are operating lights and sound, please provide two copies of the script.

Please provide a sound plot in advance with a copy of the original, full sound files on CD so we can prepare. The sound files will be imported to Q-Lab, placed in the order required and made ready to be cued during the technical rehearsal. Also clearly mark the sound cues in the script

For example:

	<i>Hilary creeps to the door and puts her hand out to grasp the handle.</i>	
	<i>As she is about to do so the door begins to <u>creak open</u>.</i>	SQ 3
HILARY:	Hello?	
	<i>The door is now half ajar. There is a flash of <u>lightning</u>.</i>	LQ 12
	<i>A figure is silhouetted in the door for a moment.</i>	
	<i>Before she can scream, there is a <u>loud scream</u> offstage.</i>	SQ 4

EXAMPLE SOUND PLOT

SQ CUE	SCENE	DESCRIPTION	TRACK	FILE TITLE	TIME
1	Pre-show	Pre-show / walk-in	1	Abba Medley	30:31
2	Act 1, Scene 1 (page 1)	Sound effect - Crowd roar (loud)	2	crowd_roar2	0:05
3	Act 1, Scene 2 (page 3)	Sound effect – Creaking door (quiet)	3	doorcreak13	0:06
4	Act 1, Scene 2 (page 6)	Sound effect- scream (Loud and offstage left)	4	01Scream	0:05
5	Act 1, Scene 2 (page 8)	Music – scene transition (Fades in & cuts out on lights up)	5	Spookychoir	0:50 – 1:20
6	Act 2, Scene 1 (page 10)	Sound effect - scream	4	01Scream	0:05

Please provide a lighting plot in advance- describing the different lighting states that you require. These will be rigged in advance and then focused / plotted during the technical rehearsal.

The more information and detail that you are able to give us in advance- the quicker the technical rehearsal will go.

Please mark all lighting cues clearly in the script as LQ (as above).

EXAMPLE LIGHTING STATES PLOT

Scene Description	Lighting state
<i>Pre-set, as audience take their seats</i>	<i>Warm wash over downstage, spot light centre stage at 20% on set Reds, oranges, purples.</i>
<i>The Cafe</i>	<i>Warm wash centre stage, spots on table downstage centre</i>
<i>Outside</i>	<i>Bright, warm straw wash downstage centre, long shadows</i>
<i>The Prison Cell</i>	<i>Cold, blues, tight square of light centre stage. Gobo representing light from a barred prison window is downstage</i>
<i>The Balcony Scene</i>	<i>Warm spots on balcony and below.</i>