



## TECHNICAL REQUIREMENTS SHEET

**Must complete this questionnaire and return via email [ttralnberg@stalbert.ca](mailto:ttralnberg@stalbert.ca) or fax 780-459-1726:**

What type of Show:

- Theatre    Concert    Variety    Dance    Forum

Show Date: \_\_\_\_\_ Organization: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Technical Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*A production meeting is required for all rentals; please indicate available times, at least 3 weeks prior to rental event: \_\_\_\_\_

### LESSEE INFORMATION:

- At least one person, with knowledge of event requirements, must be available from the start of rental period to act as a liaison with the theatre technical staff and be present during all rehearsals and performances.
- The lessee's materials and sets may not be brought into the building prior to the rental period, without approval from theatre staff. No materials are allowed onstage without technical staff supervision. All the lessee's effects must be removed from the stage at the termination of the rental period.
- The Arden Theatre will provide 'House Plot' lighting (full-stage lighting wash with front, back and side lights)  
Ref: Stage Lighting Plot [www.ardentheatre.com/technical.php](http://www.ardentheatre.com/technical.php)  
If you wish or require more complex lighting, arrangements for time and staffing must be made and you will be charged the labor and equipment expenses to hang and restore the theatre to house plot.

Do you require the house sound system: \_\_\_\_\_ If No, please indicate the equipment you will be supplying: \_\_\_\_\_

If you are bringing a sound tape, please indicate what format it is in:

- iPod
- CD                      Number \_\_\_\_\_
- MP3

Do you wish an audio recording made of your show? \_\_\_\_\_ If yes, please supply us with a CD.

Please indicate on attached stage diagram, locations and/or uses of all microphones.



Do you require stage monitor speakers? \_\_\_\_\_ If yes, please indicate how many \_\_\_\_\_

**Please Note:** *If our technical crew deems the performance requires a full (8) monitor system, there may be extra charges attached to this service, ie. monitor rental and tech time.*

Do you plan on flying any set decorations: \_\_\_\_\_

Fly plot is available online at [www.ardentheatre.com/technical.php](http://www.ardentheatre.com/technical.php)

Please give a brief description and approximate weight of the piece(s) -

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Flown

Dead Hung

Both

Is the Steinway Grand Piano required: \_\_\_\_\_ If yes, please note there is a rental charge associated with it's use.

Note: The Arden Theatre maintains the piano in good repair. Should you wish to have the piano tuned to concert specifications, we will arrange this for you. The costs will be directly charged back on your final invoice.

Do you require orchestra chairs and music stands: \_\_\_\_\_ If yes, please indicate how many: \_\_\_\_\_  
chairs (max. 80) \_\_\_\_\_ music stands (max 20)

Do you require use of a podium: \_\_\_\_\_ If yes, please indicate location on attached blank stage layout.

Do you require the use of any of the following equipment listed? **Please note:** *there will be an additional rental charge for this equipment and in some cases, an extra technician may be necessary.*

- Follow spot
- Video projector
- Hazer
- 8 mix monitor system
- Wireless mics (4 available) \*Lessee must supply 9 volt batteries
- Dance Floor

**NOTE:** *Any other equipment rentals are the responsibility of the renter. We can provide recommendations if necessary.*

**NOTE:** *The Technical Supervisor has the final approval of all equipment brought into the theatre by the lessee, including all sets, props, curtains and special effects.*

**Technical Supervisor**

Scott Weir

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**Theatre Services Coordinator**

Teri Tralnberg

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