

## Venue Questions

Name of venue: \_\_\_\_\_ Email: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Availability of theatre : \_\_\_\_\_

### Costs

1 Night: \_\_\_\_\_ Includes: \_\_\_\_\_  
2 Nights: \_\_\_\_\_ Technical Director: \_\_\_\_\_  
4 Nights: \_\_\_\_\_ Technicians: \_\_\_\_\_  
1 week: \_\_\_\_\_ Box office staff: \_\_\_\_\_  
Other: \_\_\_\_\_ Front of house/Ushers: \_\_\_\_\_

### Space description

Seating capacity of house: \_\_\_\_\_  
Room capacity of hall: \_\_\_\_\_

### Floor

Sprung/concrete/marley: \_\_\_\_\_  
Surface colour: \_\_\_\_\_

### Stage

Width: \_\_\_\_\_ Depth: \_\_\_\_\_  
Height of grid: \_\_\_\_\_  
Elevated stage height: \_\_\_\_\_  
Wings: \_\_\_\_\_

### Dressing Rooms

Capacity of dressing rooms: \_\_\_\_\_  
Mirrors: \_\_\_\_\_  
Sink/toilet/shower: \_\_\_\_\_  
Laundry: \_\_\_\_\_ Green room: \_\_\_\_\_

### Audio & Lighting Equipment

# of lighting instruments and types: \_\_\_\_\_  
# of speakers: \_\_\_\_\_ # light dimmers: \_\_\_\_\_  
# of microphones: \_\_\_\_\_ Gels: \_\_\_\_\_  
Headset system: \_\_\_\_\_  
Monitors: \_\_\_\_\_  
Other equipment: \_\_\_\_\_  
Cost of technicians (per hour & overtime): \_\_\_\_\_

### Miscellaneous Items

Ladders: \_\_\_\_\_ Cleaning equipment: \_\_\_\_\_  
Interac, credit cards accepted: \_\_\_\_\_ Other: \_\_\_\_\_

### Notes: