

## EDINBURGH FESTIVAL PROGRAMME 2014

### TECHNICAL QUESTIONNAIRE

Please refer to the technical specification documents for further information on the technical layout and infrastructure that will be installed in Studio 1 for the 2014 festival programme.

Please return this questionnaire to: [matt.roe@dancebase.co.uk](mailto:matt.roe@dancebase.co.uk)

### GENERAL NOTES

1. The Festival will provide a basic general lighting rig and a basic sound system in the performance space.
2. Anything considered to be particularly pertinent to your production should be provided at your own expense. Dance Base may be able to source certain items for you **but the cost of any such items would be recharged in full to your company.** For example
  - Video Projectors
  - Radio microphones
  - Musical instruments
  - Stage sets
  - Costumes
  - Props
  - Consumable items
  - Transport and courier charges
3. The use of special effects (strobes, candles, smoke/haze, pyrotechnics etc.) or additional audio visual equipment must be negotiated directly with the Dance Base Production Manager.
4. Please enclose lighting, sound and set plans with this form. Acceptable formats are VWX (2010 or later), DWG, DXF, PDF, JPEG. Plans should be to an acceptable scale, and include a key/legend and annotations as appropriate.
5. Please enclose any other pertinent documents or technical specifications relating to your production with this form. More is always better than less.

### HEALTH & SAFETY NOTES

1. **DANCE BASE IS A STRICTLY NON-SMOKING VENUE.** There are NO exceptions to this rule, and smoking anywhere within the building, or on stage during a performance, is strictly forbidden by law.
2. Every artist and company attending the festival will be required to provide a Risk Assessment for the performance and related activities.
3. If your performance or installation includes any of the following activities then please let us know as these will require special consideration and you will be required to provide additional detailed information.
  - Any body intervention, body modification, piercing, scarification etc.
  - The use of any human bodily fluids, or any animal parts or by-products etc.
  - The use of fire, candles or any other naked flames.
  - The use of smoke, haze, or pyrotechnics etc.
4. All stage cloths, drapes, or other fabric materials used in your performance must be inherently or durably flame retardant.
5. Any electrical equipment you intend to bring and use in support of your performance must be fully tested for electrical safety, and must be clearly marked as having been tested. Dance Base cannot test equipment at the venue and we reserve the right to disallow the use of any equipment we deem electrically unsafe.

## 1 – CONTACT INFORMATION

### 1a. Artist / Company Contact Information

Artist / Company Name

Contact Telephone Numbers

Contact E-mail Address

Company Website Address


### 1b. Company Technical Contact Information

Technical Manager Name

Technical Manager Telephone Number

Technical Manager E-mail

Other Company Technical Contacts  
(please list all Names, Job Titles, Telephone, Email)


### 1c. Other Company Contacts/Personnel

Please list all other Company personnel attending  
the Festival (Names, Job Titles etc.)

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## 2. GENERAL TECHNICAL INFORMATION

### 2a. General Performance Information

Name of Production

Set Up Time Required

Duration of Work (Minutes)

Length of Interval (if any)

Strike Time Required


### 2b. General Production Information

Please use the space opposite to describe your performance work and any unusual aspects to your production.

For example, does your performance use water on stage, or do you use any small particle materials (salt, soil etc) as part of your performance? Is your performance very quiet or very loud? Does your performance contain full or partial nudity, either presented by live performers or in some printed or recorded media? Is the content of your production only suitable for certain age ranges?

Please provide as much information as possible, this will help us to prepare for your performance and may influence where your production sits within the rotating performance programme.

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### 2c. Stage Settings, Properties & Freight

If you intend to have any stage settings or properties delivered by courier, please tell us about this delivery.

Set & Props Delivery Date

Courier Company Contact Details  
(Name, Address, Telephone, Email etc.)

Freight Details  
(Number of items, descriptions, weights, cubic measurements when stored etc.)


### 3. LIGHTING INFORMATION

#### 3a. Company Lighting Engineer

Lighting Engineer Name

Lighting Engineer Telephone Number

Lighting Engineer Email Address


#### 3b. General Lighting Information

Will you be bringing any specialist lighting equipment or consumable items for your production? Please describe this equipment in detail.

How many lighting cues are there in your show?

Do you require a technician to operate the lighting for your production?


#### 3c. Colour Requirements

Will you be bringing your own lighting colours?

Please specify the side light colour you will use for your production. Dance Base supply four (4) side booms on each side of the stage, and there are three lanterns within each boom.

USR	TOP	MID	SHIN	SHIN	MID	TOP	USL				
	TOP	MID	SHIN	SHIN	MID	TOP					
	TOP	MID	SHIN	SHIN	MID	TOP					
DSR	TOP	MID	SHIN	SHIN	MID	TOP	DSL				

You may choose **one (1)** additional colour to be included in the backlight colour scrollers.

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#### 3c. Lighting Equipment Requirements

Do you require any special lighting equipment or consumable items to be provided by the festival? Please describe this equipment in detail.

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#### Please Note

**We will charge for any special lighting equipment or consumable items requested for your performance.**

#### 4. SOUND INFORMATION

##### 4a. Company Sound Engineer

Sound Engineer Name

Sound Engineer Telephone

Sound Engineer Email


##### 4b. General Sound Information

Will you be bringing any sound equipment for your production? Please describe this equipment in detail.

How many sound effects/cues are there in your production?

What format is the soundtrack for your production? (E.g. Live, CD, DVD, Mini-Disc, Computer, etc.)

How long does it normally take to set up the sound equipment for your production?

How long does it normally take to sound check?

Do you require a technician to operate the sound for your production?


##### 4c. Sound Equipment Requirements

Do you require any special sound equipment or consumable items to be provided by the festival? Please describe this equipment in detail.

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##### Please Note

**We will charge for any special sound equipment or consumable items requested for your performance.**

## 5. VIDEO INFORMATION

### 5a. Company Video Engineer

Video Engineer Name

Video Engineer Telephone

Video Engineer Email


### 5b. General Video Information

Will you be bringing any video equipment for your production? Please describe this equipment in detail.

How many video effects/cues are there in your production?

What format is the video for your production? (E.g. DVD, Mini-DV, Computer, etc.)

How long does it normally take to set up the video equipment for your production?

Do you require a technician to operate the video for your production?


### 5c. Video Equipment Requirements

Do you require any special video equipment or consumable items to be provided by the festival? Please describe this equipment in detail.

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#### Please Note

**We will charge for any special video equipment or consumable items requested for your performance.**

## 6. STAGING & PROPERTIES INFORMATION

### 6a. Company/Technical Stage Manager

Company/Technical Stage Manager Name

Company/Technical Stage Manager Telephone

Company/Technical Stage Manager Email


### 6b. General Stage Information

Will you be bringing any stage equipment for your production? Please describe this equipment in detail.

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### 6c. Stage Equipment Requirements

Do you require any special stage equipment, props or consumable items to be provided by the festival? Please describe this equipment in detail.

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#### Please Note

**We will charge for any special stage equipment or consumable items requested for your performance.**

## 7. MISCELLANEOUS INFORMATION

### 7a. Dressing Rooms

**Please note that Dressing Room space is usually shared with other Companies during the Fringe.**

These are locked spaces and not open to members of the public. However, we would not recommend leaving any valuable equipment or personal belongings in the Dressing Rooms. Please notify us if you require the use of the office safe or an extra secure space.

### 7b. Storage Requirements

Do you require any storage space for your set or properties? Please describe in detail. Please note that storage space is strictly limited during the festival.

### 7c. Wardrobe & Costume Equipment

Do you require a wardrobe person to be provided by the festival? Please provide details of your requirements, times, duties etc.

Will you be bringing any wardrobe equipment for your production? Please describe this equipment in detail.

Do you require any special wardrobe equipment or consumable items to be provided by the festival? Please describe this equipment in detail.)

#### **Please Note**

**We will charge for any special wardrobe labour, equipment or consumable items requested for your production.**

### 7d. Special Backstage Requirements

Do you have any special backstage requirements? Please describe these requirements in detail.

#### **Please Note**

**We may charge for any special backstage requirements requested for your production.**