

# Production Rider



**Show Name** \_\_\_\_\_

## Schedule

Time arriving on site \_\_\_\_\_

Bump in commence \_\_\_\_\_

Soundcheck/rehearsal \_\_\_\_\_

Preshow break \_\_\_\_\_

Doors open \_\_\_\_\_

Performance starts \_\_\_\_\_

Interval starts \_\_\_\_\_

Second act starts \_\_\_\_\_

Performance ends \_\_\_\_\_

Bump out commences \_\_\_\_\_

Depart from site \_\_\_\_\_

Please consider MEC staff breaks in your schedule. MidCoast Council employees are required to break every 5hrs for 30 mins. The MEC is to either be monitored by MEC staff or entirely vacated for the duration of any breaks.

## Staff

Who is the best on the day contact?

Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

*Do you have your own Technical Staff or Volunteers?* YES  NO

Details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Staging Requirements

Do you require any particular seating on stage for cast and crew? YES  NO

Details \_\_\_\_\_  
\_\_\_\_\_

Do you intend to fly/suspend any items of scenery? (Fees Apply) YES  NO

Details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you intend bringing in floor scenery? eg Flats, trucks, sets etc... YES  NO

Details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you require the use of the Dance Floor Tarkett (Fees Apply)? YES  NO

Do you require a Lecturn? YES  NO

Do you require the use of our stair covers for the main stage? YES  NO

The MEC has a portable wheelchair lift to allow access to the main stage. We require notice to this up. Will you require wheelchair access to stage for your event? YES  NO

Is there anything else you need to advise us about what is happening onstage?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Visual Requirements

Does your show use visual equipment (such as a projector)? YES  NO

Details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Lighting Requirements

Will you supply a specific Lighting Plot and Lantern Schedule? YES  NO

Check yes only if you plan to have lights moved from their standard positions. (Additional fees may apply)

Do you need a lighting design by MEC staff before your rehearsal? YES  NO

Do you require the use of Follow Spots? YES  NO

Can you arrange Volunteer Follow Spot Operators? (Fees apply for MEC staff) YES  NO

Do you need the lighting technician at your rehearsals? YES  NO

Will your rehearsal be in the correct running order? YES  NO

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## Audio Requirements

Does your show contain complex audio configurations i.e. Bands? YES  NO

Details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you supply a Stage Plot and Audio Patch List? YES  NO

Will you require use of the Grand Piano? YES  NO   
*CFIII Full Concert Grand Piano (9ft) in Auditorium or CIII Baby Grand Piano (7ft) in the Studio*

Will you need to use the orchestra pit? YES  NO

Do you need wireless microphones or lapels? YES  NO

Details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Equipment – Effects - Other

Smoke Machine YES  NO

Hazer (Fine atmospheric mist often used to enhance the lighting, no additional fee). YES  NO

UV Lights YES  NO

Strobe Lights YES  NO

Video Projector and Screen YES  NO

Sharks tooth Scrim YES  NO

Mirror Ball YES  NO

Pyrotechnics YES  NO

Animals on Stage YES  NO

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## Photography and Video

Will there be professional Photography or Videography?

YES  NO

Details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Photography or Videography Set Up Time: \_\_\_\_\_

We Recommend 30minutes before doors open

## Information to supply for Technicians

Supplying the technical staff with the correct information is critical to the success of your rehearsal and show. We expect that the following documents be supplied to the technical staff.

*SHOW RUNNING ORDER* - Details how the show will run with timing information about each act, scene, interval and items to be presented.

These can include the following or may be separate as best serves the show and crew.

*SONGS LIST* - For all crew

*LIGHTING CUE PLOT* - For the Lighting desk operator with information about lighting changes, costumes, look or feel of the items presented.

*FOLLOW SPOT CUE SHEET* - For the followspot operators. What song, pick up whom, where from, what colour used, full body/half body/face & shoulders/ or pin spot