

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 _____

MEC Staff Required:

- TBC/discuss with Venue

- Duty Technician

- Audio Operator

- Audio monitors operator

- Lighting operator

- Followspot operator. Qty required: _____

- Mechanist / stage technician Qty required: _____

- Fly operator Qty required: _____

- Same operator for Audio and Lighting (only applicable in the Flett Studio or for local dance schools).

- Other. 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 Auditorium stage? YES NO

The MEC has a portable wheelchair lift to allow access to the Auditorium stage. We require notice to set 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?

Visual Requirements

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

Details _____

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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 your own 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

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

AUDIO PATCH SHEET - For the audio crew to prepare required equipment, microphones and monitors.

AUDIO CUE PLOT - For the audio operator with information about audio effects, microphone use, music playback and effects.

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