

# PRE-PRODUCTION LIST

**EVENT:**

**DATE:**

## GENERAL INFORMATION

- 1) Type of event, general overview:
  
- 2) Name of Contact Person: Phone #:  
Technical Director: Phone #:  
Experience:  
  
Stage Manager: Phone #:  
Experience:
- 3) Tech Rider
- 4) Manifest/# Techs,# in cast, # of chaperons etc.
- 5) Crew (ACPA/IATSE or Clients)
- 6) Piano Upright \_\_\_\_\_ 7'6" \_\_\_\_\_ Tune date/time:\_\_\_\_\_
- 7) Podium/location/(with/without mic)
- 8) Orchestra Shell (full,3/4,1/2) Position where?
- 9) Pit (On/Off Disc.) (pit level orchestra/house/stage Atwood)
- 10) Stairs (SR/SL)  
a) Will audience be coming on stage at anytime?
- 11) Quick Change Booth (SR/SL)?
- 12) Stage Manager (SR/SL/Booth)?
- 13) Tables (SL/SR, on-stage, in house/judging)
- 14) Chairs (SL/SR)?
- 15) Orchestra Chairs #
- 16) Music Stands? How Many?

- 17) Risers (Number/Layout)
- 18) Flags
- 19) Signer/Access
- 20) Dressing Rooms

## **LIGHTING**

- 1) Lighting designer:  
Experience:
- 2) If ACPA is providing designer or lighting make appointments for meeting.  
General description of lighting needs.(General wash,video lighting,concert lighting)
- 3) Crew (Go over minimum crew requirements)
- 4) Light Board Operator: ACPA Qualified :
- 5) Lead Electrician: (Meet ACPA Standards?)  
Fly person (Meet ACPA Standards?)
- 6) Shop order (3 wks before load-in date)
  - a) Requests for equip. beyond normal inventory.
  - b) User providing any equip. (list)
  - c) Color & Templates (ACPA provide or user)
- 7) Tech table (what tools do you need)
- 8) Labor Costs/Shared?

## **SOUND**

- 1) Sound Designer: Phone #:  
Sound Board Operator:  
ACPA/IA Labor (ACPA labor set up meeting)
- 2) Microphones:  
a) Number of vocal mics, instrument mics, area mics  
  
b) Number of wireless mics (body pac/hand held) (charge)  
  
c) Number of Mic stands (straight stem/tripod/boom arms/desk)  
d) Number of D.I. (guitar/keyboards)
- 3) a) CD player?  
b) Other inputs ?
- 4) Total number of inputs for show  
(If total # of LIVE MICS exceeds 4 is should be mixed from House Mix position.)  
a) House Mix position
- 5) Process Gear  
a) Audio processing gear (EQ, delay, reverb etc.)
- 6) Outputs  
a) Speakers in addition to those in theatre  
  
b) Side fills (full range/bi-amped/tri-amped)  
  
c) Front Fills (full range/bi-amped/tri-amped)  
  
d) Stage Monitors (quantity/type)(full range/bi-amped)  
  
e) Special effect speakers (quantity/model/approximate location)
- 7) Intercom (Number of stations)
- 8) Misc.

## VIDEO

- 1) Monitors (type, location)
- 2) Cameras (type, location)
- 3) Slide or video projector (Only off site rental available)
  - 1) Screen (type, size, location)
  - 2) Projectors (type, location)

## SPECIAL EFFECTS

- 1) Fog: when/how long
- 2) Strobe: when/how long
- 3) Gun Fire: when/how long
- 4) Pyro: (type)
  - a) Controller
  - b) Storage
  - c) Pyro technician:
  - d) Alaska Certified License #:

Phone #:  
Expiration:

## STAGE/CARPENTRY

- 1) Dance floor/size
- 2) Platforms, deck or ground cloth used
- 3) Trap being used, how much (Discovery only)
- 4) Hard scenery (any flying scenery hard/soft)
- 5) Soft goods: Will they need to be moved?  
Any soft goods needed beyond original soft goods inventory.  
Will any shell ceiling need to move?
- 6) Special Rigging (**Fred Sager must authorize all special rigging and riggers.**)
- 7) Crew, Riggers:

Phone #:

Go over minimum crew requirements for soft good moves.  
Only qualified fly people can do moves.

8) Flying people:            Name of licensed and bonded rigging company:

The only local riggers allowed to fly people, no exceptions, are Fred Sager or Dan Hemme. Make appt. to meet with them.