

TECHNICAL REQUIREMENTS FORM

MACKAY
ENTERTAINMENT
CONVENTION
CENTRE **MECC**

Please complete and return this form at least 3 weeks prior to bump-in.

For all technical enquiries, please contact:

Production Services

Phone 07 4961 9772 or 4961 9715

Fax 07 4961 9778

HIRER DETAILS

Hirer:

Title of Performance:

Venue Hired: (Please tick)

Auditorium

North Mezzanine

Hall A

Lynette Denny Space

South Mezzanine

Hall B

North Foyer

South Foyer

All Areas

TECHNICAL TERMS AND CONDITIONS

All users of the MECC are obliged to be under the direction of the Technical Coordinator and comply with the House Rules of the venue.

It is the Technical Coordinator's role (or delegate) to be responsible for:

The safety of all users of the venue

▶ The installation of productions

▶ The management of productions

▶ The restoration of the stage and theatre at the conclusion of the production

It is a condition of hire that additional professional staff be organised through the Production Coordinator.

Amateur/non-professional/unpaid staff that have satisfied the Technical Coordinator (or delegate) as to their competence relating to the task/s they are undertaking may be approved to work on stage or operate equipment under MECC technical supervision.

Each performance on stage must be under the control and direction of a competent Stage Manager. The hirer may provide the Stage Manager, however the manager reserves the right to ensure that adequate Stage Management is provided. If the hirer does not supply a Stage Manager and in the opinion of the Technical Coordinator, one is required, the Theatre reserves the right to roster a suitable Stage Manager at the Hirer's expense.

Please note: One Venue Supervisor is mandatory at all times when the Theatre is occupied and has the authority to act as the Manager's representative and enforce all conditions of hire. All Technicians are required to have a 30min break after every 5hrs. Bump Out is to commence immediately after the last performance and to be completed as soon as possible.

TECHNICAL CONTACT INFORMATION

Name: **Mobile:**

Email: **Fax:**

Signed for Hirer: **Date:**

Name:

All changes to requirements will only be negotiated via the Technical Coordinator/Production Coordinator

BOX OFFICE: 07 4961 9777

REHEARSAL/PERFORMANCE/EVENT SCHEDULE

	Day 1	Day 2	Day 3	Day 4
Venue access time				
Bump in start/fin				
Sound check				
Rehearsal start/fin				
Doors to the Foyer / Guests arrive				
Doors to the Auditorium/Hall				
Performance start				
Interval start/fin				
Morning tea/entree served				
Lunch/Main served				
Afternoon tea / Dessert served				
Plenary session				
Band/entertainment begins				
Breakout session				
Awards presentation				
Performance concluded				
Bump out start/fin				
Bump out start/fin and/or building clear				

TECHNICAL STAFF REQUIREMENTS

Note: A Venue Supervisor on site is a mandatory requirement for all hirers and is included in the venue hire.

Depending on specific technical requirements & operator workload, some shows may require an additional Audio/Lighting Operator or Stage Mechanists. Please consult with the Production Coordinator.

Please note: The Venue Supervisor is included in the venue hire. They are not a technician & do not assist with bump in/out, or the operation of technical equipment.

All Stage equipment is to be operated by Theatre staff or suitably qualified personnel only.

Please Tick Staff Required:

- | | | |
|--|---|---------------|
| <input type="checkbox"/> Audio Operator | <input type="checkbox"/> Follow Spot Operator | Number: |
| <input type="checkbox"/> Lighting Operator | <input type="checkbox"/> Show Mechanist | Number: |
| <input type="checkbox"/> Stage Manager | <input type="checkbox"/> Mech Bump In/Out | Number: |
| <input type="checkbox"/> Fly Operator | <input type="checkbox"/> LX Bump In/Out | Number: |
| <input type="checkbox"/> Wardrobe | <input type="checkbox"/> Audio/AV Bump In/Out | Number: |

Others: (please specify)

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Please attach separate/additional staff schedule.

BOX OFFICE: 07 4961 9777

DRESSING ROOM REQUIREMENTS

Do you require Dressing Rooms:

YES NO

Number of Cast:

Number of Crew:

Please tick preferred:

Dr 1 (1 person)

Dr 2 (1 person)

Dr 3 (4 person)

Dr 4 (4 person)

Dr 5 (6 person)

Dr 6 (16 Person / Female)

Dr 7 (20 person/Male)

Please note: As the dressing rooms are available to all hirers of the facility. We cannot guarantee that you will have exclusive use. We will endeavour to ensure your requirements are met, which could mean that the dressing rooms ticked are not the ones allocated.

TECHNICAL REQUIREMENTS FORM

STAGING REQUIREMENTS

Orchestra pit/apron:	At Orchestra Pit Level	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	At Auditorium Level (seats on)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	(seats off)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	At Stage Level as Apron	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Piano:	Steinway Concert Grand (Auditorium only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	(tuned only)		
	Yamaha Upright	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Beale Baby Grand	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Please Note: Additional Charges apply for piano hire		
	Piano Tuned (additional cost)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Dance Floor:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Size:
Cyclorama:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
House Curtain:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Risers:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Size:
Chairs:	Quantity:		Location:
Tables:	Quantity:		Location:
Music Stands:	YES / NO		Quantity:
Theatre Counterweight Flying System:			YES / NO

Please note: To be operated by Theatre staff or suitably qualified personnel under MECC technical supervision only.

Please supply hanging plot or details of equipment/scenery/backdrops to be flown:

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Please attach separate/additional details regarding staging.

STAGING CONTACT INFORMATION

Please supply name and contact details of your touring Mechanist.

Name:

Email:

Mobile:

BOX OFFICE: 07 4961 9777

LIGHTING REQUIREMENTS

Please tick box if required:

STANDARD MECC Lighting Rig

(Contact Production Coordinator for details of Standard Rig if required)

ADDITIONAL EQUIPMENT

Please note: Additional charges may apply, please see attached equipment list for charges

Follow Spot

One/Two (please circle)

Smoke machine

QTY:

Mirror Ball

QTY:

Location:

Hazer

Moving Lights

QTY:

Location:

Will you supply a Lighting Design and/or Hanging Plot? YES NO

Lighting Plans must be submitted at least 4 weeks prior to Bump In

Will you supply any Lighting Equipment?

Please note: All equipment brought into the theatre must already be tested and tagged

Details:

LIGHTING CONTACT INFORMATION

Please supply name & contact details of your Lighting Designer/Tech.

Name:

Email:

Mobile:

Please attach separate/additional lighting requirements if necessary.

AUDIO VISUAL REQUIREMENTS

Please note: Additional charges may apply, please see attached equipment list for charges

Do you require a projector & screen? (charges apply) YES NO
Please note, you must supply all content.

Will you be filming, videotaping or televising any performance or rehearsal? YES NO
Video recording is only allowed from back of room unless authorised by the Manager or the Manager's representative.

Do you require an Audio Feed from the sound desk for recording purposes? YES NO

Do you require a MECC laptop? YES NO

Do you require any TV monitor screens? (charges apply) YES NO

Do you require a live camera feed of stage? (charges apply) YES NO

Do you require internet access? (charges apply for extensive usage) YES NO

VIDEO PRODUCTION CONTACT INFORMATION

Please supply contact details of AV Tech or Video Production Company.

Name:

Email:

Mobile:

TECHNICAL REQUIREMENTS FORM

AUDIO REQUIREMENTS

Will you be using standard MECC Audio System? YES NO
(Contact Production Coordinator for details of Standard Rig if required)

Will you be supplying your own Audio Visual System? YES NO
Please note: All equipment brought into the theatre must be tested and tagged

Details:

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Foldback/Stage Monitor Sends Required: YES NO

Number of Sends required: **Number of wedges required:**

Locations of foldback:

Backline required: YES NO

Please specify:

Please attach Stage Audio Plan/Layout

Do you require any of the following – additional charges may apply

Lectern (no charge)

Wireless Handheld Microphones Quantity: (Additional charges apply)

Wireless Headset Microphones Quantity: (Additional charges apply)

Cabled Microphones Quantity:

Lectern Microphone

Music playback Format: CD Tape Mini Disc Hard Disk Other

Other: (please specify)

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Please attach separate/additional details regarding audio requirements

AUDIO CONTACT INFORMATION

Please supply name & contact details of Audio Designer/Technician.

Name:

Email:

Mobile:

BOX OFFICE: 07 4961 9777