



WEST VILLAGE THEATRE TECHNICAL QUESTIONNAIRE

Please submit this form **AT LEAST 2 weeks prior** to the start of your rental.
Please read the Technical & Rental Information Package before filling out this form. The information that you provide here will help to insure that needs specific to your rental are met.

CONTACT & EVENT INFORMATION

Name of Organization: _____

Title of Event / Production / Activity: _____

Primary Contact: _____

Home Number: _____

Cell Number: _____

Work Number: _____

Email Address: _____

FOH/Ticket Sales Mgmt: _____

Home Number: _____

Cell Number: _____

Work Number: _____

Email Address: _____

Stage Manager: _____

Home Number: _____

Cell Number: _____

Work Number: _____

Email Address: _____

Director: _____

Home Number: _____

Cell Number: _____

Work Number: _____

Email Address: _____

Please provide a brief description of your event / production / activity for our staff and website:

Age recommendation: _____

If you are renting the venue for a performance, what is the approximate running time?

Act 1: _____

Intermission: _____

Act 2: _____

Total Running Time: _____

What is the total number of cast members (actors, dancers, presenters, etc):

_____ Adults (18+) _____ Children (under 18)



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TICKET INFORMATION

Please note that West Village Theatre charges a Ticket Surcharge Fee. Please refer to the Technical & Rental Information Package for rates.

Please list ticket prices below (if applicable):

- _____ Adults
- _____ Seniors
- _____ Students
- _____ Children

If you are offering *pay what you can* or other special discounted performances, please provide us with details and dates below:

Where can tickets be purchased?

Website(s): _____

Phone Number(s): _____

When will tickets go on sale for your event? _____

SCHEDULE

Please attach a detailed rehearsal, technical and performance schedule with this questionnaire and answer the questions below.

Please list the proposed **start times** for all rehearsals, performances and events as well as the **access times**. (Access time is the time you will need access to the building prior to your start time. For example, if your show begins at 7:00pm, what time would you be arriving at the theatre for set up?)

REHEARSALS

DATE:	ACCESS TIME:	START TIME:	END TIME:



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EVENT / PRODUCTION

DATE:	ACCESS TIME:	START TIME:	END TIME:

What time will the lobby open to the public? _____

What time will the house open for the public to enter the theatre? _____

STRIKE / CLEAN UP

DATE:	START TIME:	END TIME:

TECHNICIAN

Whenever you are working with technical aspects (lights, sound, etc) in the space, it is mandatory that a house Technician appointed by West Village Theatre be present. The Technician is also required to be present for Strike / Clean Up to restore any technical elements at the end of your rental period.

Please indicate below the dates and times you will require a Technician. (Please refer to the Technical & Rental Information Package and review the Production Schedule Conditions section of the contract for more information.)

REHEARSALS

DATE:	START TIME:	END TIME:



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EVENT / PRODUCTION

DATE:	START TIME:	END TIME:

STRIKE / CLEAN UP

DATE:	START TIME:	END TIME:

DARK DAYS

Will your production have any dark days (days that you are NOT in the theatre)? If so, please list below.

LOAD IN

What date and time is your set being loaded into the theatre (if applicable)?

WALK THROUGH

Please list below at least TWO dates and times that would work for you to come to West Village Theatre for a walk-through (it will take approximately 30 minutes). Please note that Gillian’s office hours are Mondays, Wednesdays and Fridays from 8:00am – 4:00pm but a walk-through time can be arranged outside of office hours if necessary. **Please note: ALL renters MUST complete a walk-through of the space prior to rentals. Gillian Webster (General Manager, WVT) will contact you to confirm a date and time.**

TECHNICAL ASPECTS

SET

Please describe below and attach a groundplan of your set, if applicable. (Please refer to the Technical & Rental Information Package for a groundplan template of West Village Theatre.)

MASKING

Standard masking is on a track against the stage left and stage right walls of the theatre. There is masking upstage which gives a small backstage area. Upstage and downstage wings are easily available, will your production require wings? (Please see the groundplan for further details).



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HEADSETS

How many headsets will you need and where in the theatre will you require them? (For example, in the booth, upstage, downstage, etc.)

SOUND

What media (source material) will you be using for sound?

Will you be using microphones of any kind? If so, you will need to provide your own or please contact Gillian Webster to arrange for a rental. Please provide details below. (Please see the Technical & Rental Information Package for further information and rates.)

Will you need to move or rearrange the speakers in the theatre?

Will you have additional sound equipment that will need to be patched into the house system? If so, please provide details below.

LIGHTS

Please refer to the house lighting plot in the Technical Information Package.

Will you be supplementing this plot?

If so, a lighting plot will be required AT LEAST one week prior to the start of your rental period. Any lights you add must be struck and the original house plot restored prior to the end of your rental period.

Will you have additional lighting equipment that will need to be patched into the house system? If so, please provide details below.

PROJECTORS

Will your production require a projector or any mixed media equipment? Please describe below.

If so, will you need to rent the projector from West Village Theatre? (Please refer to the Technical & Rental Information Package for further information and rates.)



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SPECIAL EFFECTS

Are there any special effects in your production (for example, fog, fire, pyro, guns)? If so, please describe below.

Is there anything else about your show that management should be aware of?

WASHER & DRYER

Will you need to use the washer and/or dryer during your rental time?

(Please refer to the Technical & Rental Information Package for further information.)

USE OF THE WEST VILLAGE THEATRE SHOP & TOOLS

Please note that to access the shop and tools at West Village Theatre, you will need to request permission AT LEAST ONE WEEK prior to your rental period and there will be an additional cost to be negotiated. It is required that whenever you are using West Village Theatre's shop and tools that a house technician is present. Please ensure that you have booked your technician during the hours that you will require access to the shop. (Please refer to the Technical & Rental Information Package for further information.)

Will you need access to the West Village Theatre's shop and tools? If so, please list below the dates and times and purpose.

IMAGES FOR WEBSITE

Please provide us with images for the photo gallery or event headers for our website

(www.westvillagetheatre.com) AT LEAST ONE MONTH prior to your event. Dimensions for the homepage slider are 784 (width) x 295 (height) pixels. Please contact Gillian Webster if you have any questions.

Gillian Webster
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West Village Theatre
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info@westvillagetheatre.com