

## Help Us Help You

(Or...what you can expect during your tech week...)

The purpose of this questionnaire is to encourage you to start thinking about the technical requirements of your piece. It's important that all elements of a production be thought through so you can prevent problems that will take up tech time in the performance space. It's also important to keep your production people well informed and part of the collaboration process.

Please note that your technical rehearsals will generally consist of the following;

1. Light Hang & Focus: During this crew call (or calls) we will hang and focus all of the lighting specials for your piece with your designer. This is also the time to bring in all props, scenery and additional equipment (projectors, etc) for your piece so we can trouble shoot for problems of equipment, rigging and logistics at this time.

2. Lighting Rehearsal (or Level Set): This is when the lighting designer for your piece will set up the lighting cues. Also, the Stage Manager will learn the piece and cues at this rehearsal. Please try to have all dancers in the piece present and in costume. If you are using video or anything else that might make illumination, we need that to be set-up for this rehearsal as well. Sound play back will usually come from a sound cart or boom box. Please have 2 copies of your sound source material, in the final version (on it's own CD), for this rehearsal.

3. Tech Rehearsal: This is the first time that the Technical Crew (stage hands, sound operator, light board operator, etc.) will be working with you and your cast. It's important to keep in mind that this rehearsal may go slowly and is really for the crew. All equipment and other technical needs should be finalized by the end of this rehearsal. Additional equipment that is used must also be finalized at this point. (Switching equipment, for example Projector A for Projector B with different button configurations is confusing for operators and will make running a smooth show more difficult.)

4. Dress Rehearsal: This rehearsal should run just like an actual performance, no stops.

If you believe this time frame isn't enough for your piece...please let someone in the Production Dept. know right away.

Please return this questionnaire to Boris Willis, 2 weeks before your technical rehearsal. Also, please keep this first page for your reference. If you are creating more than one piece for a concert, please complete one of these forms FOR EACH PIECE. If you have any questions, comments or concerns please contact me(614) 204-9337, or willis.230@osu.edu.

## Technical Questionnaire For Dance Presentations

**This MUST be turned into Boris Willis 2 weeks before your Technical Rehearsal**

<u>Piece Information</u>	
<i>Name of Choreographer &amp; contact info</i>	
<i>Name of Piece</i>	
<i>Is this an original piece or a remount?</i>	
<i>If it's a remount, is there archive material for the designers?</i>	
<i>Concert in which piece will be performed</i>	
<i>Number of dancers</i>	
<i>Time (length) of piece</i>	
<u>Lighting Information</u> (To be filled out by designer)	
<i>Name of Lighting Designer &amp; contact info</i>	
<i>Do you need any specials? Lights are limited</i>	
<i>Any lighting special effects or practicals?</i>	
<u>Scenery &amp; Prop Information</u>	
<i>List any props you are using - big &amp; small</i>	
<i>Does anything hang from the ceiling or line sets?</i>	
<p><b>** Please note that you are responsible for supplying all hardware, props, etc for your piece unless otherwise requested. Please don't assume we have what you need on the day of your hang and focus. Also, scenery and props not removed from backstage a day after a performance will be dumpster food.</b></p>	
<u>Sound &amp; Technology</u>	
<p>Please be aware that projection greatly affects light levels, so have your equipment reserved for light levels and all techs, dresses, etc. If using equipment other than EMMA equipment, it is your responsibility to facilitate getting the equipment to EMMA.</p>	

(Over Please)

Please have all sound sources on CD, unless it's connected to a projected image.	
<i>Do you have any live sound? Musicians?</i>	
<i>Will you be bringing any microphones or any additional sound equipment, other than playback?</i>	
<i>Have you reserved your equipment: (circle one)      YES!!      NO!!!</i>	
<i>Will you use video? Slide projectors?</i>	
<i>If using a DVD for projection..... (circle one)</i>	
<i>I have contacted someone for help.</i>	<i>I know how to create a DVD video.</i>
<i>Surface you will project on?</i>	
<i>Where will projector be placed?</i>	
Please note: If there are other choreographers in the same concert that would like to use projectors as well, consider contacting them so you can consolidate and compromise on placement issues!!!!	
<u>Additional personnel</u>	
<i>Light board Operator?</i>	
<i>Soundboard Operator?</i>	
<i>Deckhands?</i>	
<i>Ushers?</i>	
<i>Anyone else?</i>	
<i>Media Operator?</i> If you have complicated video ques, or something very specialized, you may want to consider additional help.	
<u>Extras</u>	
<i>Any costume quick changes?</i>	
<i>Any fire? Candles, etc?</i>	
<i>Do you share any dancers with another piece in concert? Any concert order concerns?</i>	
<i>What else do you think we should know?</i>	