



# VACAVILLE PERFORMING ARTS THEATRE

1010 ULATIS DRIVE - VACAVILLE CA 95687

MANAGER'S OFFICE: T (707) 469-4015 - F (707) 449-6113

PRODUCTION OFFICE: (707) 469-4016

EVENT NAME & TYPE	EVENT DATE(S)	EVENT TIME(S)

Type of Event.

Production Manager for Renter Group.

Phone #

Best Time to Call

Alternate Phone #

Email Address

Please answer all questions as completely as possible in order to complete your contract and for our technical staff to prepare for your event. If you have any questions, do not hesitate to phone either the Theatre Manager or the Production Office at the numbers listed above.

1. Describe what types of lighting your show will require, for example, a general wash, a color wash, a variety of specials, follow spots, and gobos.

2. Our sound system includes the following: a 40-channel Crest X – 8 mic-input board. Dual CD player/recorder, dual cassette player/recorder, and mini disc player/receiver.

Our microphones include the following: 11 - SM58 vocal mics, 4 handheld wireless mics, 3 hanging choral mics, 3 PCC floor mics, and 2 shotgun mics. Also, 2 kick drum mics, 3 tom-tom mics, 1 snare mic, 1 hi-hat condenser mic, and 2 overhead drum mics.

Describe what your sound equipment needs will be.

3. Our stage is equipped with a full-service fly system for use in hanging and flying scenery, as well as signs and banners. Hanging anything above the stage is subject to the approval of the technician for safety and proper rigging procedures. Describe what you are planning to rig, hang, or fly above the stage.

4. Our stage is equipped with the following 4 curtain options: the main curtain (which is also called "the grand"), a mid-stage black curtain and an up-stage black traveling curtain, as well as an opaque cyclorama. Which of these do you plan on using?

5. For your event, each of the following jobs requires at least one technician: sound operator, lighting operator, follow spot operator (or 2), stage manager, deckhand to fly scenery and pull curtains. Indicate here how many Theatre technicians your event will require and the job that each will be doing.

6. Imagine that this box is the stage, then draw a "bird's eye" view of the stage set-up for your event. (For photocopying purposes, it helps to stay inside the box). Please feel free to attach any additional pages.
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backstage/dressing room area here



audience here

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**Use this area if you want to explain anything about your drawing above.**

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7. List here the Theatre's portable equipment you will want to use on stage. Any of the following are available with adequate notice: orchestra shell, music stands, speaker's podium, conductor's podium and stand, tables, chairs, American and California flags, an upright piano, and a Kawai grand piano.
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8. Indicate here items you will be bringing into the Theatre for use on stage, including scenery, props, costumes, backdrops, signage, decorations, and musical instruments. It is your responsibility to arrange times for delivery, load-in, set-up, and load-out for all of these with the Theatre technician.

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**Note:** The use of any props with an open flame will not be permitted under any circumstances without the *proper permit from the Vacaville Fire Department*.

Will you be using such props?      Yes      No

9. List here any additional portable equipment not belonging to the Theatre that you, or someone designated by you, will be bringing in. Include here such technical items as computers, projection screen, monitors, videotaping camera, and the like. Keep in mind that this equipment must be delivered before your event day and pre-approved for use by the Theatre technician.

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10. Our sound system includes the following: a 40-channel Crest X – 8 mic-input board. Dual CD player/recorder, dual cassette player/recorder, and mini disc player/receiver.

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11. List here the portable Theatre equipment for use backstage that you will want set up for your event, such as, tables, chairs, clothing racks, rehearsal piano, and the like.

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12. Explain here your plans for food and beverages to be set up backstage, including the name and phone number of the caterer, or person responsible, with delivery times and set-up arrangements. Keep in mind that these times and details are subject to approval by the Theatre technician.

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13. To complete this Technical Rider, please complete the Production Schedule, which is attached.

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14.      If this box is checked, at least one meeting should be arranged in advance of your event by appointment with your Production Manager and the Theatre Manager and the Technician in charge.

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**Please note:** Theatre Facility Rules state that “each Renter must provide a Production/Stage Manager for their event”. It is essential that this person be available for all production meetings, rehearsals and performances and is the responsible contact for all Technical and House Rider arrangements. VPAT technicians cannot serve as your Production Manager unless hired for that specific role by agreement with the Theatre Manager.

Please remember that this Technical Rider must be returned to the Theatre Manager to complete your contract. If you choose to up-date the information, you may do so, but it must be done in writing and delivered to the Theatre Manager no later than two weeks before your event.

I have read and agree with the listed information. Any changes I wish to make in this information are modifications to my contract and must be submitted in writing. I understand that all changes are subject to the approval of the Theatre Manager or Technician in charge and may incur additional fees. Agreed to on this day:

Applicant’s Signature

Date

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**VPAT PRODUCTION SCHEDULE**

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Event Name:

Event Date(s):

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Please break down each rental day into specific times to include the following: arrival, load-in, set-up, sound check, rehearsal, performer and crew breaks, show call, event/performance, clean-up, load-out, etc.

<b>DATE</b>	<b>STARTING TIME</b>	<b>DESCRIPTION</b>	<b>ENDING TIME</b>

**Please Note that the following times should be included in your scheduling: The Front Doors of the Theatre are open to patrons one hour before the event, and the House Doors open 30 minutes before the event.**

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## PRODUCTION SCHEDULE GUIDELINES

This is a step-by-step plan of activities during your time in the Theatre. It should include a list of all dates and times that anyone in your group will be in the Theatre and what will be happening during the entire time. Please use the following examples as guides in filling out the schedule for your event.

Following is an example of a completed Production Schedule for one *rehearsal day*:

DATE	STARTING TIME	DESCRIPTION	ENDING TIME
7/29/2005	12:00 PM	Techs, crew, and Director arrive and prepare for rehearsal.	
7/29/2005	12:45 PM	Cast arrives. (call-time)	
7/29/2005	1:00 PM	Act I blocking rehearsal.	
7/29/2005	3:00 PM	Act I blocking rehearsal.	5:00 PM
7/29/2005	5:00 PM	Cast, crew, and techs break for dinner.	
7/29/2005	6:00 PM	Techs and crew review notes with Director and finalize production set-up.	
7/29/2005	6:15 PM	Cast arrives for make-up. (call-time)	
7/29/2005	7:30 PM	Full tech rehearsal of Act I & II.	9:00 PM
7/29/2005	9:00 PM	Tech and crew review notes with Director and complete production planning.	
7/29/2005	9:30 PM	Clean-up and pack-up.	
7/29/2005	10:00 PM	Sign out	10:00 PM

Following is an example of a completed Production Schedule for one *performance day*:

Please note that it is customary for the *front doors to open one hour before curtain* and for the *house doors to open one half-hour before curtain*. We encourage you strongly to build these times into your schedule and to respect them.

DATE	STARTING TIME	DESCRIPTION	ENDING TIME
8/1/2005	5:30 PM	Techs and crew arrive for set-up and sound check.	
8/1/2005	6:00 PM	Cast, crew, and Director arrive. Techs finalize sound check.	
8/1/2005	6:30 PM	Front doors open.	
8/1/2005	7:00 PM	House doors open.	5:00 PM
8/1/2005	7:30 PM	Curtain rises. Act I begins.	
8/1/2005	8:10 PM	Intermission.	8 - 8:10 end Act I
8/1/2005	8:30 PM	Curtain rises. Act II begins	
8/1/2005	9:30 PM	Shows ends. Clean-up and Load-out begins.	End Show
8/1/2005	10:30 PM	Load-out completed.	10:30 PM - OUT