

An important note from the Max Cameron Theatre Technical Department:

It is important that your group appoint **one** person who will be the technical contact and forwards their name to us as soon as possible. This person needs to be familiar with the “big picture” of your event and be able to answer the questions listed below when the Theatre Manager calls to finalize the technical and front of house details for your event.

This person also needs to arrive at the theatre at the contracted start time on the day of the event to help your group members get through the set up and rehearsal process before the show starts.

The following questions are typical of the information that the technicians will need *two to three weeks* before your event date. Please pass this list on to the technical contact for your group.

What type of event is your group presenting?

Is it a variety show, dance recital, music concert, drama, or something else?

What is the length of the event?

Does it have an intermission? How long will the intermission be?

How many performers are in your event?

How much dressing room space does your group require?

Will your group be bringing any set pieces?

How many and how big are they? *Please remember that no screws or nails are allowed in the stage floor.*

Will your group have any backdrops or banners that need to be hung over the stage?

How big are they and how heavy? Remember that only the Theatre’s technicians can operate the rigging system and banners takes time out of the set up. **Banners cannot be hung on the walls of the theatre.**

Does your event require stage risers/choral risers?

The theatre owns a limited number of risers. Please discuss size and height needs.

Does your event have any specific lighting requirements?

Are there any general or specific looks requested? Please remember that only the Theatre’s technicians can operate any part of the lighting system.

Does your event require the follow-spot lights?

The theatre is equipped with two, but each requires an extra technician to operate it. This may be an added expense to your budget.

Does your event have any specific sound requirements?

CD, DVD, or cassette playback? How many microphones and monitors are necessary? Will there be a videographer who will require a feed from the audio console?

Will your event incorporate any video projections?

Will you be having a power-point presentation? The theatre does have some projection equipment but you will need an operator.

Will your event incorporate any special effects?

We need to know about special effects in advance. Your group will have to have any equipment you provide approved by the technical department before the day of your event. **NO PYROTECHNICS OR OPEN FLAME IS ALLOWED IN THE MAX CAMERON THEATRE**