

## THE ABTT: Theatre Listings Template Form

\* Please fill out all relevant information below and send to [office@abtt.org.uk](mailto:office@abtt.org.uk)

**NAME OF THEATRE****CONTACT INFORMATION**

Address

Town

County

Postcode

Email

Main Contact (Name/ number/ email)

Company Manager (Name/ number/ email)

Box Office (Name/ number/ email)

General Admin (Name/ number/ email)

Stage Door (Name/ number/ email)

Technical Manager (Name/ number/ email)

Website

Website Technical Page

**THEATRE STAFF**

Technical Manager (Name/ number/ email)

Chief Electrician (Name/ number/ email)

Sound Technician (Name/ number/ email)

Stage Manager (Name/ number/ email)

Stage Carpenter (Name/ number/ email)

Flyman (Name/ number/ email)

Wardrobe Contact (Name/ number/ email)

FOH Contact/Manager (Name/ number/ email)

Accommodation list is available from:

**STAGE DETAILS (ALL DIMENSIONS ARE IN METRES.)**

Type of stage (pros/thurst...)

Rake

Surface

Is drilling or other fixing allowed?

Type of flying system

**Total number of lines**

Barrel (pipe) diameter

Barrel length

Max load rating per set

Maximum out dead

Overall load rating

Spacing between lines

Distance of first available set of lines from US side of pros

Apron Width

Apron Depth

Traps/Size

Weight Restrictions

Are stage plans available? If so, where from?

**STAGE MANAGEMENT FACILITIES**

Prompt corner pos.

FOH call facilities?

Cue-Lights?

Bar Bells?

Cue-Lights movable?

First aid box?

**OVERALL DIMENSIONS**

Size of Prosc:

Width

Height

Wing Space:

Stage Left

Height of Grid

Stage Right

Setting line to rear of prosc

Setting line to front edge of stage

Setting line rear wall

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**ARE THESE AVAILABLE?**

House tabs

[Grey bar]

Cyc.

[Grey bar]

Blacks:

Borders

[Grey bar]

Legs

[Grey bar]

Tabs

[Grey bar]

**UNUSUAL OR UNEXPECTED FEATURES**

eg) Get in – height, drop, ramp etc...

[Large grey bar]

**LX & SOUND DETAILS**

Power available and location:

Lighting

[Grey bar]

Sound

[Grey bar]

Automation

[Grey bar]

**LIGHTING**

Additional power supplies available:

General

[Grey bar]

Lighting

[Grey bar]

Sound

[Grey bar]

Automation

[Grey bar]

Number of dimmers/ relays & ratings:

On stage

[Grey bar]

FOH

[Grey bar]

Any patching/twinning?

[Grey bar]

Tungsten Lanterns available in fixed rig location:

Profiles

[Grey bar]

Fresnels

[Grey bar]

Cyc Floods

[Grey bar]

Others

[Grey bar]

Follow Spots

[Grey bar]

Tungsten lanterns available for rigging anywhere:

[Grey bar]

LED Lanterns available in fixed rig location:

Profiles

[Grey bar]

Fresnels

[Grey bar]

Cyc Floods

[Grey bar]

Others

[Grey bar]

Follow Spots

[Grey bar]

Rigging (eg Tallescope)

[Grey bar]

**SOUND**

Indication of tie lines

[Grey bar]

Mixer position

[Grey bar]

Equipment available

[Grey bar]

Headsets/Comms/CCTV details

[Grey bar]

**ACCOMODATION**

Dressing rooms

[Grey bar]

Showers & toilets

[Grey bar]

Access to stage

[Grey bar]

Wardrobe facilities

[Grey bar]

Wig room & facilities

[Grey bar]

**ORCHESTRA**

Pit size (permanent /variable)

[Grey bar]

**EQUIPMENT AVAILABLE**

Lit music stands

[Grey bar]

Chairs

[Grey bar]

Net

[Grey bar]

Rostra

[Grey bar]

Double bass pin boards

[Grey bar]

Sound baffles

[Grey bar]

**ORCHESTRA ACCOMODATION**

Band Rooms

[Grey bar]

**OTHER/COMMENTS**

Any other features

[Grey bar]