



The Association of Design, Production, and Technology Professionals in the Performing Arts and Entertainment Industry

USITT Guideline for A Standard Technical Information Package

A Project of the USITT Technical Production Commission

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United States Institute for Theatre Technology, Inc.

6443 Ridings Road • Syracuse, NY 13206-1111 USA
800-93USITT • Fax: 866 FXUSITT
info@office.usitt.org • www.usitt.org

USITT GUIDELINE FOR A STANDARD TECHNICAL INFORMATION PACKAGE

INTRODUCTION

In 1988 the USITT Technical Production Commission began what was originally called "The Tech Rider Project." The purpose of this project was to produce a standard form for theatres to utilize in the exchange of technical information about their facilities. The proposed form was to be as inclusive as possible, providing detailed information about a theatre, including: staging, rigging, lighting, sound, wardrobe, props, management, and contact information necessary for any production considering use of a facility. At the same time, the form was to be flexible enough to be adapted for venues both large and small.

While recognizing that many theatre facilities have already compiled this information, the desired standard format allows direct comparisons to be made between facilities without the need to search through lengthy, dissimilar documents. The outline, now known as the "Standard Technical Information Package," provides a concise, standardized form for use by both theatres and producers for the efficient exchange of technical information. The resulting "Package" does not replace the need for personal communication but addresses all of the major areas of information and provides a starting point for any questions which may arise.

FORMAT GUIDELINES

1. All measurements should be listed in both feet and meters (1 FT=0.3048M, 1M=3.28FT).
2. Each underlined heading within the outline should form a separate page (e.g. CARPENTRY on one page, LIGHTING on a separate page.)
3. All notes should be listed under the proper headings. If you wish to reiterate these notes, put them at the end of the form, and before the attachments.
4. Line sets, floor plans, circuit charts, maps, etc. may be put under the proper headings or at the end of the form as an attachment.
5. Any other information not included in this outline which is specific to your theatre should be put under its proper heading. As each theatre is different, there will be some differences in each technical form.
6. All equipment listed must be available and in working order or noted as being inoperable and/or needing repair.
7. Seek prior approval before listing contact information for any individuals or departments.
8. Keep information succinct and to the point. Clarity is essential.
9. Use an original from which to make copies so forms are always crisp and clear.

USITT STANDARD TECHNICAL INFORMATION PACKAGE OUTLINE

COVER PAGE

Name of Theatre: mailing and street address (including Zip+4), phone, fax, electronic mail

TABLE OF CONTENTS

Optional: (but encouraged)

GENERAL INFORMATION

Address: mailing and street address

Technical Services: staff names, phone numbers, fax numbers, electronic mail

Programming: names, phone numbers (of both Programmer and Front-of-House Manager), fax numbers

Box Office: names, phone numbers (optional)

Area Hotels: names, phone numbers, address, distance from theatre (list three or four)

Taxi Services: names, phone numbers

Restaurants: names, phone numbers, addresses, cuisine, distance from theatre, (list three or four)

Handicapped Access: quantity and location(s) of handicapped seating and facilities

Emergency numbers: (note if "911" is used to dial emergency services)

Fire: phone number, address

Police: phone number, address

Ambulance: phone number, address

Hospital Emergency Room: phone number, address

Urgent Care Clinic: phone number, address

Chiropractic Clinic: phone number, address

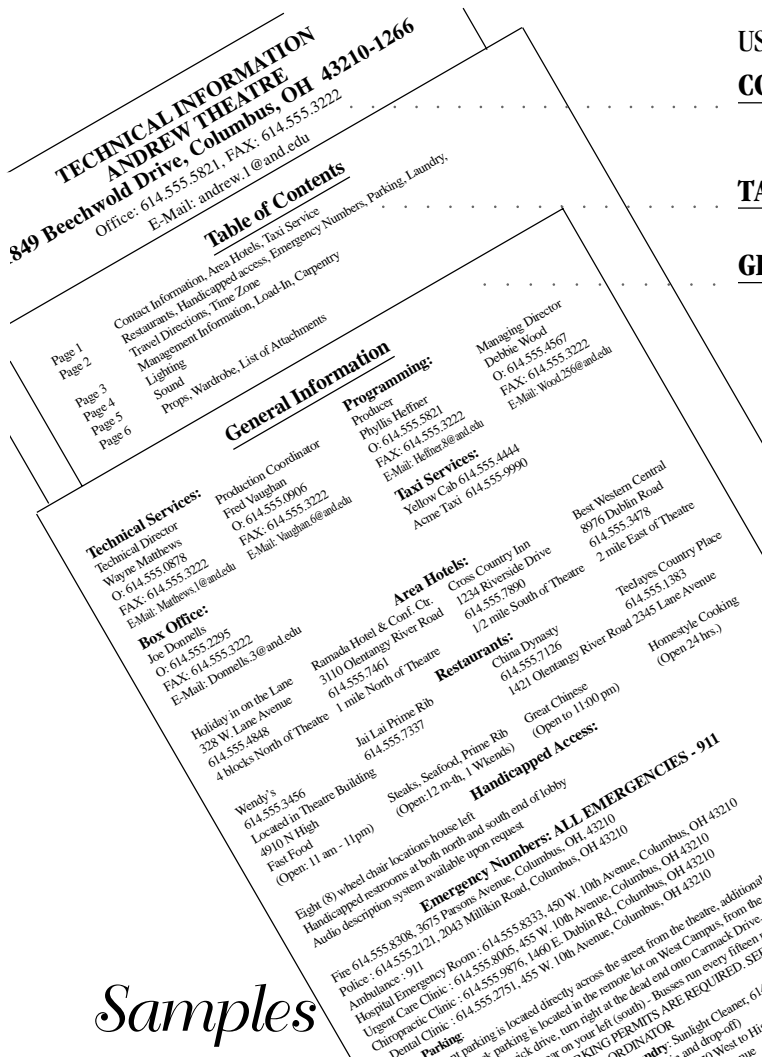
Dental Clinic: phone number, address

Parking: where to park trucks, busses and cars, list any problems

Laundry: name, phone number, address

Travel Directions: from north, south, east, and west

Time Zone:



Samples

MANAGEMENT

Production Room: location, note availability of phone lines, computer lines, output devices, fax machine, copier, modem
Green Room: size, location, relationship to stage and dressing rooms

Stage Manager's Console: location, audio monitor, video monitor, production communication

Rehearsal Room(s): size, location of each

Crews: type of crews (union, student, volunteer, etc.); availability; if union, name and phone number of business agent

Handicapped Access: location, description

Policies: house open time, alcohol use, smoking areas, other...

LOAD-IN AREA

Dimensions: width and height of dock, number of trucks that can be accommodated, description and size of access to stage, note if special loaders are required

Map: include here, or as an attachment, if attached, note here, i.e. "See Attachment"

Management
Production Room: First floor of theatre, Room 85
 Two phone lines available. Two modern lines, Internet Access
 Both MS-DOS and MAC-OS computers available
Green Room: 24' x 33' (7.31m x 9.75m) located adjacent to dressing rooms and down one flight of stairs from stage
Stage Manager's Console: Located in the rear of the auditorium up one flight of stairs, audio monitor and 2 channel production communication system, video monitor available upon request
Rehearsal Rooms: Three rooms available, on same floor as Green Room
 Room 101, 19' x 30' (5.79m x 9.1m)
 Room 78, 19' x 32' (5.79m x 9.75m)
Crews: Paid student staff
 Union Crew available, IATSE Local 12, Tom Post, Business Agent
 614.555.2047
Handicapped Access: Wheelchair ramp to Dressing rooms, Elevator to stage level
Policies: House opens 1 1/2 hr. prior to curtain, Normal curtain is 8:00 Pm
 Alcohol is available by contract with caterer, Greenfield Catering, 614.555.2200
 Building is a smoke free environment
Dimensions: Dock is 3'3" high x 15' wide (99m x 4.57m), one truck can be accommodated at a time, Loading door is 7'3" wide x 7'1" high (2.2m x 2.4m).
 Loading door opens into a hallway. Scenery must make a 90 degree angle turn.
 Experience has shown that the maximum flat size which can make this turn is 16' x 5' (4.8m x 1.5m). Three dimensional scenery should be size approximately 15'10" wide x 21'0" tall (4.8m x 6.5m)
Load-In Area
 Map: See Attachment 1

CARPENTRY

Seating: number of seats with orchestra pit and without orchestra pit; note if chart is provided, i.e. "See Attachments"

Stage Dimensions:

Proscenium: width and height, stage depth, apron depth

Wing space: stage right, stage left, list any obstructions

Grid height: from deck to top of grid surface

Orchestra pit: width, depth, elevator type and operation (this entry may be repeated under **PROPS**)

Stage height: relative to auditorium floor

Stage Floor: material, color, condition, available traps; note any fasteners that cannot be used in this floor

House Draperies (Goods):

House Curtain: color, type, location, manual or powered

Legs: quantity, color, size, flat or sewn-in fullness

Borders: quantity, color, size, flat or sewn-in fullness

Full Stage: color, size, flat or sewn-in fullness

Scrim: quantity, color, size

Cyclorama: color, size, fabric, seamed or seamless

Line Set Data:

Line Plot: provide as an attachment and note that fact here, i.e. "See attachments"; list all immovable pieces such as shell ceilings, and other dedicated storage pipes; leave space in margins for notes

Working height of battens: high trim, low trim

Battens: quantity, length, pipe diameter, on-center distance and number of lift lines

Type: single purchase, double purchase, winch, motor assist, hydraulic, rope; note number of each

Arbor capacity: maximum load (in pounds) per pipe

Available weight: amount and location

Winch capacity: maximum working load

Loading gallery: location, access

Pin rail: location, height

Support Areas:

Crossover: dimensions and location

Access: from front of house, dressing rooms, green room, etc.

Shop Area: location, accessibility, type, equipment

Storage: describe area(s), list dimensions, availability, accessibility

Notes: list anything unique about the stage, shop, rail, line sets, etc. that may affect load-ins and stage use

Carpentry

Seating: 600 seats, 8 wheel chair accessible, Seating Chart: See Attachment F

Stage Dimensions:

Proscenium: 35' wide x 22' high (10.6m x 6.7m), Stage is 38' deep (11.6m), Apron below plaster line is 3'1" (.92m), Orchestra pit elevator extends apron 7'11" (2.4m)

Wing space: Stage right is 35' (10.6m) of clear space - full stage depth, Stage left 35' (10.6m) of clear space - full stage depth. Obstructions stage right include lock rail for first six linesets extend upstage from the plaster line 6' (1.8m) and spiral stair access to fly gallery 6' (1.8m) from rear wall

Grid height: From deck to top of grid surface is 56' (17m) with effective flying height 54' (16.4m)

Orchestra pit: 7'11" (2.4m) wide at center line arcs to 5'6" (1.6m) at ends Four pre-determined levels (0' (0m) stage level), {-3'5 1/2" (1m) house level}, {-5'8 1/2" (1.7m)}, {-7'7 1/2" (2.3M) trap room level} Lift is hydraulic with controls located in stage right wing at proscenium

Stage height: 3'5 1/2" (1m) above house floor

Stage Floor: Soft pine floor, painted gloss black in fair condition Eight (8) 4'x8' (1.2m x 2.4m) traps available - See Attachment J for layout Improved stage screws, drywall screws and nails allowed. Floor must be plugged after use

House Draperies (Goods):

House Curtain: Rust brown traveler/guillotine combination at Plaster Line, Manual lift line and traveler operation line located stage right

Legs: 6 sets, black velour, 12'6" wide x 26' high (3.8m x 7.9m), no fullness

Borders: 4, black velour, 6' high x 40' wide (1.8m x 12.1m), no fullness

3, black velour, 8' high x 40' wide (2.4m x 12.1m) no fullness

Full Stage: 1, black velour, 26' high x 40' wide (3.8m x 12.1m), no fullness

Scrim: 1, black sharktooth, 26' high x 40' wide (3.8m x 12.1m)

1, blue sharktooth, 26' high x 40' wide (3.8m x 12.1m)

1, gray sharktooth, 26' high x 40' wide (3.8m x 12.1m)

Cyclorama: 1, sky blue, seamless muslin 26' high x 40' wide (3.8m x 12.1m)

1, gray, seamless rear projection screen, 26' high x 40' wide (3.8m x 12.1m)

Line Set Data:

Line Plot: See attachment D

Working height of battens: High trim on all but electrics is 54' above deck (16.4m), Low trim on all but lines 2,3,4,&5 is 4' above deck (1.2m)

High trim on electrics is 34' above deck (10.3m)

Low trim on lines 2,3,4,&5 is 18'6" above deck (5.6m)

Battens: 33 - 40' battens (12.1m), 1 1/2" schedule 40 pipe, on 7" centers (1.7m), 5 lift lines

Type: Lines 1 through 6 & 30 are single purchase

Lines 7 through 33 excluding 30 are double purchase

3 horse power pull down motor available at fly gallery

16 hemp spot lines available

Arbor capacity: Maximum load 750lbs. per pipe (339.7kg)

Available weight: 17325lbs. available at loading gallery (7848kg)

Winch capacity: Maximum working load is 1500lbs. (679kg)

Loading gallery: Stage right, 48' above stage floor (14.6m)

Pin rail: Stage right, 18' above stage floor (5.4m)

Support Areas:

Crossover: Behind line 33 is 6' wide (1.8m)

Access: From front of house located both house left and right through 4' wide hall (1.2m). Dressing rooms and green room are located stage left down one flight of stairs

Shop Area: Located stage left through overhead door 15'10" wide x 21'6" tall (4.8m x 6.5m), all major woodworking tools available, welding (gas, mig, stick) available

Storage: Limited storage available in trap room and lower scenic studio area

Notes: Pay close attention to loading dock arrangement

LIGHTING

Power: voltage, phase, amperage (e.g. 120/208V; 3 phase, 400A/leg); list all available power sources and locations; note anything unusual such as no separate ground, non-standard connectors, type of tie-in, need for a licensed electrician, etc.

Dimmers: quantity, type, capacity (kW per dimmer), quantity of spare and replacement dimmers

Control Board: manufacturer, model, software release, e.g. V6B, location

Houselights: control location; note if board operator cannot control

Circuits: number, capacity (amperes), type (moveable or fixed)

Circuit Chart: here, or as an attachment with note, i.e. "See attachment"

Front of House Transfer: required connection, quantity and capacity of dimmers/circuits involved

Front of House Positions: length of throw and angle for box booms, beams, balcony rail, any other house locations

Equipment Inventory:

Front of House Instruments: quantity, type, e.g. 6x12 ERS, manufacturer, wattage, color frame size, and connector type; note any irised instruments, instruments which cannot be moved

Stage Instruments: quantity, kind, brand, wattage, gel frame size, and type of connectors; list irised instruments; for strips and cyc lighting list number of circuits or lamps; note if rental equipment is necessary or available

Followspot(s): number, brand, lamp, color cut size, standard location

Hardware: top hats, barn doors, pattern holders, booms, ladders, etc., quantity and size of each item; note if boom circuits must run across stage floor or if boom circuits are not easily accessed

Cable: quantity, length, gauge, kind of connectors, quantity of two-fers, available adapters, i.e. type and quantity

Film, Video, And Projection Equipment: type, quantity, lens sizes, etc. (this entry may be repeated under **PROPS**)

Notes: list anything unique about lighting areas, power, equipment, etc.; list additional amenities such as video monitors, cue lights, telephones, and running lights

Lighting

Power: 120/208V; 3 phase, 400A/leg, Posi-lock connector stage left proscenium wall

Dimmers: 188 Colortran, 2.4k.W dimmer, 6 spare and replacement dimmers available

Control Board: Colortran, Compact Elite, located in control booth at rear of house

Houselights: Control locations both stage right and in lighting control booth

Circuits: 188 - 2.4kw circuits, 4 on-stage electrics, 6 - 4 circuit drop boxes

Circuit Chart: See Attachment G

Front of House Transfer: None available

Front of House Positions: 1st beam, 38' throw (11.58m) at 45 degrees

2nd beam, 44' throw (13.4m) at 40 degrees

2 - Overheads, 18' throw (5.4m) at 60 degrees

Box booms, 30' throw (9.1m) at 30 degrees

Equipment Inventory:

Front of House Instruments:

25 Colortran 20 ERS, 1kw, 3 pin twist lock pin-in

16 Strand Century 6x16 ERS, 1kw, 3 pin twist lock pin-in

Color cut size is 7 1/2" throughout

Stage Instruments:

10 Colortran 40 ERS, 750w, 3 pin twist lock pin-in

10Colortran 30 ERS, 750w, 3 pin twist lock pin-in

18 Strand Century 6x12 ERS, 750w, 3 pin twist lock pin-in

30 Altman 6x12 ERS, 750w, 3 pin twist lock pin-in

8 - 8' four circuit strips, 300w, 3 pin twist lock pin-in

12 - 6' Fresnels, 750w, 3 pin twist lock pin-in

Color cut size is 7 1/2" throughout

Followspots: 2 Colortran Color Arc 2000, Xenon, 10"

color cut, located at center booth rear of auditorium

Hardware: 24 Top hats, 12 - 6" barn doors, 30 pattern

holders, 8 - 21' booms (6.4m), 4 - 8 instrument ladders

Cable: 1200 feet in 10's, 20's, 30's and 40's (365m), 12

gauge - SJO, 3 pin twist lock pin-in, 36 two-fers, no

adapters available

Film, Video, And Projection Equipment: 4 Kodak

Ektagraphic 3A projectors

Notes: Cue lights, telephones, and running lights available

SOUND

Power: voltage, phase, amperage (e.g. 120V 1 phase, 15, 20A circuits); list all available power sources and locations; note anything unusual such as no separate ground, non-standard connectors, type of tie-in, need for a licensed electrician, etc.

Wiring: quantity and location of all inputs and outputs; note any special requirements for cable runs

Control Locations: booth location; house mix position(s) including size, specific location, and removable seats; power and line signal; note if position is under a balcony; length of "snake" required to reach sound locations

Hearing Assist System: type, quantity of patron receivers

Monitor/Paging System: areas covered (e.g. dressing rooms, green rooms), program input and capabilities

Production Communications: manufacturer and model, number of channels, number of headsets, location of stations

Equipment Inventory:

Mixing Consoles: quantity, manufacturer, model, number of inputs/ outputs for each console

Fixed Speakers: quantity, manufacturer, model, wattage of LF and HF power, description, location

Portable Speakers: quantity, manufacturer, model, wattage of LF and HF power, description, dimensions

Microphones: quantity, manufacturer, model

Playback: quantity, manufacturer, model, speed, and type, e.g. reel to reel, CD, cassette

Signal Processors: quantity, manufacturer, model, description of each item

Amplifiers: quantity, manufacturer, model, output power, location if fixed

Cable: quantity, length, connectors types, snakes, direct boxes; available adapters, i.e. type and quantity

Notes: list anything unique about sound areas, power equipment, etc.

Sound

Power: 120V 1 phase, 15, 20A circuits
Wiring: See Attachment K

Control Locations: Booth is at rear of house, house mix position is at center of auditorium 6' x 10' (1.8m x 2.4m) after removing 4 seats
60' snake required to reach patch panel (18.2m)

Hearing Assist System: None available, Audio Description System Available upon Request
Monitor/Paging System: Dressing rooms and green rooms accessed from stage management booth, Program input is possible.
Production Communications: Clear-Com, 4 channel base, 18 headset, for station location see Attachment K

Equipment Inventory:

Mixing Consoles: 1 - Ramco 16 inputs/ four submaster and 2 master outputs
Fixed Speakers: 6 - Bose 802, 18" w x 12" d x 9" h
Portable Speakers: 12 Shure SM 58
Microphones: 2 Oberl Stereo 1/4 track reel to reel, 2 Techniques dual cassette decks, 1 Techniques CD player
Signal Processors: 1 Johnson 16 band equalizer
Amplifiers: 6 Ramco 200 watt amplifiers
Cable: 20 - 25' three pin XLR male to female (7.6m), 2 - 60' 12 line XLR snakes (18.2m), variety of adapters available
Notes: Additional equipment is available for rent.

PROPS

Props

Orchestra Pit: 7' 11" (2.4m) wide at center line arcs to 5' 6" (1.6m) at ends
 Four pre-determined levels {0' (0m) stage level} , {-3' 5 1/2" (1m) house level} , {-5' 8 1/2" (1.7m)} , {-7' 7 1/2" (2.3M) trap room level}
 Lift is hydraulic with controls located in stage right wing at proscenium.

Music:

Chairs: 24 Wenger model 45 black

Stands: 24 Wenger model 18 black. Conductor's stand is available.

Stand lights: 24 - 120v with independent dimming system

Conductor Podium: 1 Beechcroft 765, 8" high 4'x4' platform (2m high 1.2m x 1.2m)

Orchestra Shell: None available

Platforms: 16, 4'x8' (1.2m x 2.4m) Stageright with gray carpet both sides

Dance Floor: None available

Lecterns: 1 adjustable golden oak podium with built in light

Notes: University prop room resources available on a limited basis

Orchestra Pit: width, length, adjustable or not; if an elevator, list standard heights and operation requirements (this may be repeated in **CARPENTRY**)

Music:

Chairs: quantity, manufacturer, model, color

Stands: quantity, manufacturer, model, color; note if a conductor's stand is available

Stand lights: quantity, power, availability of stringers and dimming

Conductor Podium: quantity, style, height, access

Orchestra Shell: quantity, manufacturer, model, size, color

Platforms: quantity, size, manufacturer, model, materials

Dance Floor: quantity, size, color, manufacturer; note if there is a problem with tape

Lecterns: quantity, style, color

Notes: list anything unique about prop areas

Wardrobe

Dressing Rooms: 2 - 12' x 15' (3.6m x 4.5m) with shower, toilet, sink, and six makeup stations. 1 - 20' x 21' (6m x 6.4m) with 3 showers, 3 toilets, and three sinks, 14 additional makeup stations are located in adjacent corridor.
 Dressing and makeup facilities are located one level down from stage with direct access to stage left.

Wardrobe Area: Adjacent to dressing rooms

Irons: 2 industrial steam

Ironing boards: 2

Steamers: 1 portable

Washers/dryers: 2 sets Maytag. flat fee for use

Racks and hangers: 6 - 5' rolling clothes (1.5m) available

Quick Change Booths: As requested

Notes: Clearly specify wardrobe needs as area is available on a limited basis due to classes.

WARDROBE

Dressing Rooms: quantity, type, capacity, and location in relationship to stage and green room; list standard equipment, e.g. showers, sinks, tables, mirrors, make-up lighting, clothes racks (type and size)

Wardrobe Area: location, description, accessibility to stage and dressing rooms

Irons: quantity

Ironing boards: quantity

Steamers: quantity

Washers/dryers: quantity, location, coin operated

Racks and hangers: quantity, type, size (height, width, depth)

Quick Change Booths: quantity, size (height, width, depth), mirror, possible locations

Notes: list anything unique about wardrobe areas, equipment etc.

Attachments

- A: Map detailing theatre location: Indicate North on map
- B: Plan of the theatre: 1/4" scale or larger
- C: Centerline section of the theatre: 1/4" scale or larger
- D: Line plot of the theatre: complete list, include all storage lines
- E: Photographs of stage and audience seating
- F: Seating chart
- G: Circuit chart
- H: Policy handbooks
- I: Loading Dock Map
- J: Stage Trap Layout
- K: Sound Layout

STANDARD ATTACHMENTS

- Map detailing theatre location:** indicate "North" on map
- Plan of the theatre:** 1/4" scale or larger
- Centerline section of the theatre:** 1/4" scale or larger
- Line plot of the theatre:** complete list, include all storage lines
- Photographs of stage and audience seating**
- Seating chart**
- Circuit chart**
- Policy handbooks**

ACKNOWLEDGMENTS

This project was originally chaired by Alan Bailey. Most recently, Happy Robey has served as project chair and under her able leadership this document was completed. Many other USITT members have contributed to the development of these guidelines and we are grateful for their assistance. A draft version of this document was published in 1993 in an issue of *Sightlines*, with a request for review and comment. The final version of the guidelines was adopted by the Board of Directors of USITT at their regular meeting in November, 1995.

Submitted for adoption and publication by Mark Shanda and John Darling, Co-Commissioners, Technical Production Commission.