



21st – 25th June 2009

SPLAT 2009 Technical Information for Companies

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Introduction

Congratulations on being involved with SPLAT 2009. This year's festival is shaping up to be bigger and better than previous years. In order to facilitate the smooth running of the week a list of technical requirements is required from you well in advance of the week. This document will help you to complete the Technical Requirements form and will serve as a reference for venue specifications.

We will need your requirements by Friday of week 7 (5th June) at the latest. If we do not receive your requirements by this date we will most likely be unable to accommodate them. Once we have your technical requirements you will meet with your venue manager and technical venue manager during week 8 or 9 to discuss your requirements.

The Crew

This year the Technical Coordinators for SPLAT are James Toyer and Rhys Thomas and we can be contacted at wsaftech@gmail.com. We will oversee the technical side of SPLAT 2009 and organise crew and equipment for each venue.

Each venue will have Venue Manager (VM) who is your main point of contact for your show for all non technical matters. It is the job of the VM to ensure the smooth running of the venue. The CAPITAL Centre and Arts Centre will also have a Technical Manager (TM) and a Deputy Technical Manager (DTM). The TM oversees all technical matters relating to the venue and your show. They are your main technical contact. If your TM is unavailable speak to your DTM instead. The Big SPLAT and Baby SPLAT share a Head of Sound and Head of Lighting, both with a deputy each.

Technical Meeting

The technical meeting is when all your requirements will be finalised. It is essential that a representative from the company attends this meeting. If you personally can't make it, you must send a replacement with a good understanding of your event.

During this meeting all aspects of your event will be discussed and it is important that you bring along the following things (if applicable):

- Any scripts or cue lists for lighting and sound.
- Information on any lighting effects required for the show.
- A set plan showing the positioning of any set, lighting specials (spots etc) positions, band members and/or microphone positions. Please make this as detailed as possible to aid us in setting up the venue for you and ensuring we can provide everything you require.
- Any other technical or specialist information about your event that you feel we should know.

The Venues

This year we have lost one venue, The Piazza, but gained two new venues in the form of the Big SPLAT and the Baby SPLAT housed in our giant big top. Each venue will have a standard setup which is detailed below. Each setup has the ability to be adapted to suit your event.

The Big SPLAT

The Big SPLAT is the largest of our venues this year. The stage will be 8.4m deep by 13.2m wide, with access both stage left and right.

Lighting

There will be a standard lighting rig, with basic stage washes in a variety of colours, crowd blinders, LED fixtures, moving lights and strobe lighting. Due to the nature of the performances taking place in the Big SPLAT the lighting will be mainly at the discretion of the Head of Lighting or their Deputy. However, please let us know if you have any specific requests on your technical requirements form and we will try to accommodate them.

Sound

The PA in the Big SPLAT is designed to be able to cope with simple DJ sets up to large bands and orchestras. Up to 8 ways of monitors are available in the Big SPLAT.

Set

There is limited storage space in the wings of the Big SPLAT however this will only be available during your designated get in and performance times.

Other Effects

Also available are special effects like haze and smoke. Any other effects can be discussed with your Head of Lighting and Sound as to their feasibility.

The Baby SPLAT

The Baby SPLAT is located within our big top and is the small brother of the Big SPLAT. The stage will be 4.8m deep by 7.2m wide, with access both stage left and right.

Lighting

There will be a standard lighting rig basic stage washes in a variety of colours and moving lights. Due to the nature of the performances taking place in the Baby SPLAT the lighting will be mainly at the discretion of the Head of Lighting or their Deputy. However, please let us know if you have any specific requests on your technical requirements form and we will try to accommodate them.

Sound

The PA in the Baby SPLAT is designed to be able to cope with smaller more intimate performances. Up to 2 ways of monitors are available in the Baby SPLAT.

Set

There is limited storage space in the wings of the Baby SPLAT however this will only be available during your designated get in and performance times.

Other Effects

Also available are special effects like haze and smoke. Any other effects can be discussed with your Head of Lighting and Sound as to their feasibility.

The Warwick Arts Centre Studio

The Studio one of our most specialised venues and is a black box with raked seating which will not be removed during the week.

Lighting

A standard lighting rig will be available with warm and cold stage washes, and various general colour washes. There will also be 5 specials available which you can agree with your TM as to their placement. There may be some flexibility as to on-stage specials, side light etc so please let us know what you would like in detail.

Sound

The Studio has the ability for CD and MD playback, MP3 playback is available on request, as well as a standard range of microphones and stands.

Set

The Studio does NOT have space for storage of set and props outside of your designated get in and performance times.

Audio Visual

The Studio has projector and screen available however, there will be a hire charge associated with this up to the value of £75, dependant on demand. If many shows request this the price will obviously become a lot lower, so please let us know early if you would like the projector.

Other Effects

Also available in the studio are special effects like haze and smoke. Any other effects can be discussed with your TM as to their feasibility.

The CAPITAL Centre Studio

The CAPITAL Centre is another one of our specialised venues and is a black box with adjustable seating however, this will only be in one direction.

Lighting

A standard lighting rig will be available with warm and cold stage washes as well some general colour washes. There will also be 3 specials available which you can agree with your TM as to their placement. There may be some flexibility as to on-stage specials, side light etc so please let us know what you would like in detail.

Sound

The Studio has the ability for CD and MD playback, MP3 playback is available on request, as well as a standard range of microphones and stands.

Set

The Studio does NOT have space for storage of set and props outside of your designated get in and performance times

Notes of filling out the technical forms and plans

You should return the technical requirements form to us at wsaftech@googlemail.com by Friday of week 7 (5th June). If we do not receive your requirements by this date we will most likely be unable to accommodate them.

1. Show Information

To help us identify your show and your requirements please state your show title, size of cast and the style of the show. For example if you are a choir, put this as your style of show. In addition we require a main contact for all things technical for your show. This person has to be available for the technical meeting and be present during the show.

If you plan to use your own crew please let us know who they are, their contact details and the role they will have. This is to ensure all members of crew are adequately insured and that we supply the correct crew for you.

2. Sound Requirements

Please fill out the number of vocal microphones you need. These can either be handheld microphones on microphone stands or radio lapel microphones. In addition could you detail all the instruments you planning to use to ensure we have the correct equipment available for you.

If you have any other requirements or information for sound please let us know so that we can assess the feasibility of your request.

3. Lighting Requirements

Please list any specific lighting states or effects you would like, e.g. a red full stage wash or a spot upstage left. If you would like to provide any diagrams to help show how these will be used or positioned please bring them to your technical meeting.

4. Set Requirements

Please list all set items and props you plan to use in your show so that we are able to overcome any storage issues during the show or provide you with enough props tables. In additions we will require a diagram showing the placement of all set in relation to each other. It is advised that you include this information on your lighting requirements diagrams, if used.

All set and props must be flame proofed, please see "Health and Safety" below.

5. Audio Visual Requirements

If you require any audio visual equipment let us know here. Depending on your venue this may or may not be possible to facilitate, see the venue descriptions above. In addition please could you list

the types of images you are using, letting us know if they require a copyright and whether you have obtained it or not.

6. Health and Safety

To meet the strict venue licensing requirements, all set and props must be flame proofed and will be tested at your get-in. Different materials require different treatments and you should contact us if you require advice.

IMPORTANT - List any use of cigarettes, candles, naked flames, firearms and pyrotechnics. Please give details of exactly what is used, where on stage, and at what time during the performance. These will be discussed at your technical meeting. Once this has been finalised you will not be allowed to change the use of an effect or add additional ones.

7. Other Information

Please could you let us know if you require any power sockets and how many. In addition, if there is any other information you think we should know about detail it here