



CIRCUITWEST

Technical Specifications Checklist

You can use this checklist while building your technical specifications to ensure you're providing presenters the essential information they need to host your show.

- Run time
- Number & length of intervals
- Touring party size
- Theatre formats
- Bump in time (hours)
- Bump out time (hours)
- First possible performance after bump in
- Maximum performances per week
- Minimum break between shows
- Example production schedule
- Lighting requirements (separate into what the producer/company will provide and what the venue is required to provide; if possible, embed an LX plan)
- Audio requirements (separate into what the producer/company will provide and what the venue is required to provide)

Staging

- Minimum stage width
- Minimum stage depth
- Minimum height clearance
- Minimum wing space (if required)

Set

- Dimensions (if possible, embed photographs of the set & design drawings)
- Bump in crew (LX, SND, staging/mechanists, multitaskers – number & hours required)
- Performance crew ((LX, SND, staging/mechanists, multitaskers – number & hours required; make sure you include pre-show/setting time)
- Bump out crew (LX, SND, staging/mechanists, multitaskers – number & hours required)
- Dressing room requirements
- Freight/transport information (freight dimensions & weights where needed; include if you'll require a loading dock, double doors to move set through, etc.)
- Prop list

- Production/Technical manager contact details
- Producer contact details

SAMPLE TECHNICAL SPECIFICATIONS

Sensorium Theatre and YUCK Circus have kindly agreed to share sample technical specifications from past shows. Click [here](#) to view a copy of these specifications.