

# PERFORMANCE VENUE INFO CHECKLIST

This checklist is part of the Production Manual at <http://productionmanual.info/>

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## When considering booking a venue

How easy is it to book the venue?

- Is it available any night of the week?
- How far ahead do we need to book?
- Can we pencil in a booking before we pay a deposit?

What is the cost of booking the venue?

- We are a charity: do we get any discount?
- What options are available in terms of fixed fee vs. a percentage of the ticket sales?
- What deposit do we need to pay, and when do we need to pay the balance?
- What are the cancellation penalties?
- Is there a charge for selling our merchandise?
- Do they take a percentage of programme sales?
- Do they have a PRS license, or will we have to pay PRS fees on top?
- Do they have the required public entertainment / music licenses.
- Is there an extra charge for audio / video recording (for archival and/or sale)?
- Are there any mandatory extra costs, e.g. for specific staff or get-in / get-out.

What facilities does the venue have?

- What is the audience capacity?
- What is the total allowable capacity of the venue (including audience, performers and staff)?
- What are the dimensions of the stage? How many chorus members could we fit on stage along with conductor and piano?
- How much dressing room and backstage space is there?
- Will they run the box office for us, and is there an extra cost?
- Do they have a piano, and what make/model? Are there restrictions on where it can be placed?
- What sound and lighting equipment do they have? Are there any extra costs involved?
- Is there disabled access for audience and performers?
- What staff does the venue provide with the hire: front-of-house, ushers, technical crew etc?
- Do they have a loading bay, and how easy will it be to load in staging, grand piano and so on?

Who are the key people at the venue we will liaise with, and what are their roles?

# Once a venue has been booked

Further details required about the venue:

- What is the full address of the venue?
- What is the web page address (if any)?
- Can they supply a set of directions to get to the venue? What is parking like for the public?
- Do we get any reserved parking as part of the hire?
- How should deliveries of equipment, programmes etc be arranged?
- What time can we get access to the venue, when must we be out? Are there penalties for overrunning?
- How do artists and crew get access to the venue? Is there a separate stage door? Do we need to supply a list of people?
- Is there a bar or café for the public? Can it be open after the show, until what time?
- Is there an area where we can provide VIP hospitality pre-show and during the interval?
- Are there restrictions on where you can eat and drink? What about smoking?

Publicity:

- Do they have their own publicity that we can make use of, such as a monthly programme, poster display, mailing list, poster display?
- If so, what are the costs and the publishing deadlines?
- If we do our own publicity, do they have any restrictions on how we do it, for example a standard logo for the venue that we must incorporate?

More information about the box office (if any):

- Can people book by phone, on the web? What instructions should we put on advertising?
- Can we arrange special prices for friends etc?
- Can they give us statistics on when tickets were sold, how people heard about the concert etc?

More details about backstage:

- Can they supply a plan of the backstage areas?
- How many dressing rooms are there, and for each one:
  - What size is it?
  - Does it have a piano?
  - Does it have a toilet, washbasin, shower, mirror for makeup etc?
- Apart from the dressing rooms, what other areas are there backstage, for warming up, lining up to go on stage etc. Where are pianos available? How many toilets are there?
- Are there any lockers or rails for storing clothes and costumes?
- What is backstage security like? Do we need to lock away valuables?
- Are there any restrictions on where we can have food and drink?
- Are there any restrictions on bringing in equipment, e.g. PAT testing of electrical equipment, fireproofing of scenery.
- How good is the soundproofing: can artists rehearse backstage while others are performing?

More details about the stage

- Can they supply a detailed plan of the stage with entrances, steps, lighting bars etc?
- Is there a proscenium arch, and does it have a curtain? Is there a safety curtain and if so where?
- What drapes, blacks, legs etc do they have?
- Is there a cyc, or can we set one up?
- What sound equipment is available in detail?
- What lighting equipment is available in detail?
- What comms equipment is available in detail?
- Are there any restrictions on use of candles, pyrotechnics, confetti etc?
- What are the routes on and off stage, both to the backstage area and to the auditorium?