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<b>Page 1</b>	<b>INDEX</b>
Page 2	General Information
Page 3 & 4	Technical and Production Information
Page 5	Stage Information
Pages 6 to 8	Lighting Information
Page 9	Sound Information
Page 10 to 13	Installation Images
Page 14	2014 Dance Base Studio 1 Plan DANCE FLOOR A2-1 to 50
Page 15	2014 Dance Base Studio 1 Plan DRAPES & TRACK A2-1 to 50
Page 16	2014 Dance Base Studio 1 Plan SEATING A2-1 to 50
Page 17	2014 Dance Base Studio 1 Plan BASIC LIGHTING RIG A2-1 to 50
Page 18	2014 Dance Base Studio 1 Plan SOUND A2-1 to 50

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**GENERAL INFORMATION**

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<b>Artistic Director:</b>	Morag Deyes MBE
<b>Chief Executive:</b>	Jenny Langlands
<b>Catalyst Dance Manager:</b>	Vicky Rutherford
<b>Communications Manager:</b>	Alex Hinton
<b>Finance Director:</b>	Fiona Dick
<b>Programme Co-ordinator:</b>	Helen McIntosh
<b>Venue Manager</b>	Matt Roe
<b>Front of House Manager:</b>	John Lyndon
<b>Festival Production Manager:</b>	--

## TECHNICAL INTRODUCTION

### Technical Deadline:

The technical deadline is **Friday 20 June** for all technical submissions and the return of your completed technical questionnaire. We cannot guarantee that we will be able to accommodate information or requests arriving after this deadline date.

### General Notes:

1. Please ensure that the work you intend to present at Dance Base **does not** exceed 60 minutes in length. That is the maximum length of work that we can accommodate within the performance programme. *There may be exceptions to be confirmed in 2014*
2. Please enclose any pertinent documents or technical specifications relating to your production along with your technical questionnaire.
3. Acceptable formats for lighting, sound and set plans are **VWX** (2010 or later), **DWG**, **DXF**, **PDF**, or **JPEG**. Plans should be provided at an acceptable scale, and include a key/legend and annotations as appropriate.
4. The Festival will provide a basic general lighting rig and a basic sound system in the Studio 1 performance space.
5. The use of special effects (strobos, candles, smoke/haze, pyrotechnics etc.) or additional lighting, sound or audio visual equipment must be negotiated directly with the Dance Base Production Manager.
6. Additional technical equipment hired by Dance Base on behalf of your production **will be charged to your company**.
7. Additional props or consumable items sourced or provided by Dance Base **will be charged to your company**.
8. There are no dedicated parking spaces at Dance Base. It is possible to park vehicles outside of the venue to unload, but once you have unloaded you will have to remove your vehicle and park elsewhere. The local area offers on-street metered parking, and there is a multi-storey NCP car park nearby.
9. You will be allocated a technical rehearsal slot which will take place in advance of the 1<sup>st</sup> public previews. In general the technical rehearsal slots will be a **maximum of three (3) to four (4) hours**. This slot will include focus time for any lighting specials, lighting cue recording, set or scenic installation time, sound or video equipment configuration, and a complete strike after the rehearsal. The allocated technical rehearsal time will generally not be sufficient to rework or develop your production, and we strongly advise that you arrive with your work fully prepared and rehearsed.

**Risk Assessments:**

1. Every artist and company attending the festival will be required to provide a completed Risk Assessment Form.
2. If your performance or installation requires any body intervention, body modification, piercing, scarification etc, please inform us about these activities. These activities will require special consideration and you will be required to provide additional detailed information.
3. If your performance or installation requires the use of any human bodily fluids, or any animal parts or by-products etc, please inform us about these activities. These activities will require special consideration and you will be required to provide additional detailed information.
4. If your performance or installation uses smoke, haze, fire, candles or any other naked flame then please inform us about these activities. These activities will require special consideration and you will be required to provide additional detailed information.
5. If your performance or installation contains nudity then please inform us about the nature and extent of the nudity as they will require special consideration and you will be required to provide additional detailed information.
6. All stage cloths, drapes, or other fabric materials used in your performance must be fully flame retardant. This does not extend to stage costumes unless your performance includes the use of naked flames or other fire effects, in which case any costume items likely to be worn in the vicinity of such naked flames/effects should be treated with the appropriate flame retardant materials.

## STAGE INFORMATION

**Performance Area:** 9.2m x 6.7m (W x D, approx maximum)

**Floor Covering:**

- 7 x Rolls of Harlequin Dance Floor
- 10 metre x 1.5 metres each (W x D)
- Colour – Black, non-reversible

Please refer to “**2014 Dance Base Studio 1 Plan DANCE FLOOR A2-1 to 50.pdf**” for more information regarding dance floor positioning.

**Please note, use of a coloured dance floor would require prior consultation and agreement with Dance Base. In general, all festival performances will be staged using the black floor.**

**Height to Grid:** 4.25 Metre (To the underside of the truss)

**Drapes:**

- 5 x Sets of Blacks Legs
- 1 x Set of Full Black Drapes (Centre Split)
- 1 x White Cyclorama

Please refer to “**2014 Dance Base Studio 1 Plan DRAPES & TRACK A2-1 to 50.pdf**” for more information regarding drape positions.

**Crossover:** There is no crossover in Studio 1.

**Seating:** Tiered seating, constructed using Stage System Q-Plus staging system. Maximum 72 seats.

Please refer to “**2014 Dance Base Studio 1 Plan SEATING A2-1 to 50.pdf**” for more information regarding the seating configuration in studio 1.

**Get In:** The get-in access to Dance Base is either via two flights of stairs, or by lift to the 1<sup>st</sup> floor directly into studio 1.

**Additional Equipment:** **Additional stage or props equipment required for your performance will be recharged to your company.**

If your company requests additional stage or props equipment please note that in the first instance this must be confirmed by the Dance Base Production Manager prior to the technical information deadline. The hire period for any additional hires is **four weeks**, allowing time for our technical team to install all requested equipment in advance of the first technical rehearsal sessions. Dance Base do not charge any administration fee for securing additional or specialist stage equipment, and we will only recharge any such additional equipment at cost plus UK Value Added Tax. Such additional charges may also include carriage costs if you request equipment that cannot be locally sourced.

LIGHTING INFORMATION

General Notes:

1. **Dance Base reserve the right to amend the following lighting specification as required.**
2. Dance Base uses an ETC ION lighting console in Studio 1. Each company will be allocated their own unique cue list thereby allowing your lighting cues to be numbered starting at 0.1 upwards. The desk will normally be operated in **Tracking** mode.
3. The studio theatre at Dance Base is a temporary installation for the Edinburgh festival. There may be as many as twelve companies using the performance space during the festival. Due to the size of the space, there are structural limits to the number of lanterns that can be physically suspended from the installed trussing rig. In addition, due to the tight turnaround times of typically 10 to 15 minutes maximum, lighting fixture re-colouring must be kept to a reasonable minimum.
4. Please return a copy of your lighting plan based on the Dance Base rig (no generic plans please), including details of any specials required for your production. Please indicate the position of any specials, the lantern type, bulb type, beam angle, plus any accessories required. If you require a CAD drawing then please email ..... stating which CAD product you are using (AutoCAD, Vectorworks etc).
5. Acceptable formats for lighting plans are AutoCAD 2004 versions in **DWG** or **DXF**, **VWX** (2010 or later preferred) or Adobe Acrobat **PDF**, or **JPEG**. Plans should be provided with the scale notated, and should include a key/legend and annotations as appropriate.
6. If your company intends to use floor lanterns please take into account the distance between the seating and any such floor mounted equipment. The audience enter and exit across the front of the stage and along the stage right wing and we are required by law to leave a minimum clear fire passage of 1.2 metres.
7. Due to the high cost of lighting equipment hires, if we do not hear from you regarding your lighting requirements before the deadline date we will not order any specials and will assume that you are working under general cover only.
8. Please refer to "**2014 Dance Base Studio 1 Plan BASIC LIGHTING RIG A2-1 to 50.pdf**" for more information regarding the lighting installation.

**Additional Equipment:**

**Any additional lanterns, rigging equipment, cabling, consumables, or effects etc. over and above the aforementioned three (3) included in your contract and required and requested for your performance will be recharged to your company.**

If your company requests additional lanterns or other technical equipment please note that in the first instance this must be confirmed by the Dance Base Production Manager prior to the technical information deadline.

The period for any additional hires is a maximum of **four weeks**, allowing time for our technical team to install all requested equipment in advance of the first technical rehearsal sessions.

For example, each additional generic lantern will generally be charged at between £7.50 to £15.00 plus UK Value Added Tax (VAT is currently 20%) per unit / per week, depending on the type of lantern requested. Specialist or unusual equipment or effects could cost considerably more and such specialist equipment would be recharged in full to your company.

We will require written confirmation from someone representing your company and with budgetary control, such written confirmation noting your acceptance of any additional hire charges, and this will have to be received before we will proceed with ordering equipment on your behalf.

Dance Base do not charge any administration fee for securing additional or specialist lighting equipment, and we will only recharge any such additional equipment at cost plus UK Value Added Tax. Such additional charges may also include carriage costs if you request equipment that cannot be locally sourced.

**Lighting Console:**

1 x ETC ION c/w 2 x 20 Fader Wing  
DMX Universe 1 – Dimmers  
DMX Universe 2 – Colour Scrollers, Additional Effects

**Dimming Control:**

96 x 16A Dimmers

**Focus:**

**FRONT WASH #1**

- 6 x 1.2kW Fresnel c/w Barndoors providing a six (6) point full stage wash.
- Three units from the FOH truss focussed on the downstage area, three units from the No.1 truss focussed upstage.
- Fixed colour **Lee 003** (Lavender Tint).
- Permanent focus, cannot be refocused.

**BACKLIGHT WASH #1**

- 6 x 1.2kW Fresnel c/w Barndoors providing a six (6) point full stage backlight wash.
- Three units from the rear truss focussed on the upstage area, three units from the middle truss focussed downstage.
- Fixed colour **Lee 195** (Zenith Blue).
- Permanent focus, cannot be refocused.

**BACKLIGHT WASH #2**

- 6 x 1.2kW Fresnel c/w Colour Scrollers providing a six (6) point full stage backlight wash.
- Three units from the rear truss focussed on the upstage area, three units from the middle truss focussed downstage.
- **These units are fitted with colour scrollers. Your company may choose one (1) additional colour to be included in the scroll.**
- Permanent focus, cannot be refocused.

**PIPE END CROSS WASH #1**

- 8 x ETC Source 4 Junior 25/50° Profile 575W providing an eight (8) point full stage cross wash
- Four units from the side trusses focussed from the centre stage line to the opposite side
- Fixed colour **Lee 719** (Colour Wash Blue)
- Permanent focus, cannot be refocused

**PIPE END CROSS WASH #2**

- 8 x ETC Source 4 Junior 25/50° Profile 575W providing an eight (8) point full stage cross wash
- Four units from the side truss focussed from centre stage line to the opposite side
- Fixed colour **Lee 009** (Pale Amber Gold)
- Permanent focus, cannot be refocused

**SIDE LIGHTING BOOMS**

- 24 x ETC Source 4 Junior 25/50 Profile 575W providing an eight (8) point full stage side wash per boom position (top, middle, shin)
- All units will be focussed off the floor
- Top Height – 1.6 metres to centre of lens  
Mid Height – 1.2 metres to centre of lens  
Shin Height – 0.2 metres to centre of lens
- **No colour, these units may be coloured for your production**
- Permanent focus, cannot be refocused





## SOUND INFORMATION

<b>Mixing Desk:</b>	1 x Yamaha MG166CX Mixing Desk c/w 10 Microphone Input 4 Stereo Input 1 FX Output 2 Auxiliary Output On Board Effects
<b>Playback Equipment:</b>	2 x CD Player c/w Autopause 1 x Tascam MD 350 Minidisc Player c/w Autopause 1 x Denon DN-V210 DVD Player
<b>Microphones &amp; Di Boxes:</b>	3 x Shure SM58 1 x Shure PG188UK/PG185 Dual Lavalier Wireless System 4 x Active DI Boxes 3 x Tall Boom Microphone Stands 2 x Short Boom Microphone Stands
<b>Multicore:</b>	1 x 8-way Stage Box from control position to upstage right.
<b>FOH Speakers:</b>	2 x d&b E12-D (Dispersion: 110°x 50°) (Flown)
<b>Sub Bass:</b>	2 x d&b E15X-Sub Bass (Under Seating Bank)
<b>Monitor Speakers:</b>	4 x d&b E3 (Dispersion: 60° x 90°) (Flown on side trusses)

**Additional Equipment:** **Additional sound equipment required for your performance will be recharged to your company.**

If your company requests additional sound equipment please note that in the first instance this must be confirmed by the Dance Base Production Manager prior to the technical information deadline.

The hire period for any additional hires is **four weeks**, allowing time for our technical team to install all requested equipment in advance of the first technical rehearsal sessions.

Dance Base do not charge any administration fee for securing additional or specialist sound equipment, and we will only recharge any such additional equipment at cost plus UK Value Added Tax. Such additional charges may also include carriage costs if you request equipment that cannot be locally sourced.

Please refer to “**2014 Dance Base Studio 1 Plan SOUND A2-1 to 50.pdf**” for more information regarding the sound installation.







