# Technical Production Requirements and Safety Plan

Personal Information is collected under the authority of Section 11 of the Municipal Act, 2001, c.25. The information will be used for the administration of event performance(s) at Meadowvale Theatre and to contact you regarding your event/performance(s). Questions about this collection should be directed to Supervisor, Meadowvale Theatre, City of Mississauga 905-615-3200 ext. 2010.

**Complete** and return this form at least **6 weeks prior** of your first booking date by **emailing** it to

**meadowvale.theatre@mississauga.ca**.

By submitting the following information, you recognize and agree the Technical Supervisor(s) have final approval on all staffing, equipment, effects and staging techniques brought into Meadowvale Theatre by the rental group.

|  |
| --- |
| **General Contract Information** |
| Show Title |  |
| Company Name |  |
| Contract Date(s) |  |

|  |
| --- |
| **Additional Contacts** |
| *Producer Name* |  |
| Phone number |  |
| E-mail address |  |
| *Stage Manager Name* |  |
| Phone number |  |
| E-mail address |  |
| *Person Completing this Questionnaire* |  |
| Phone number |  |
| E-mail address |  |

Meadowvale Theatre’s fee schedule can be found on the website [here](http://www.mississauga.ca/portal/discover/facility-booking-meadowvale-theatre/).

# Event Organizer’s Production Team

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Role** | **Count #** | **First and Last Name(s)** |
| Lighting | Lighting Board Operator | 0 |  |
| Hang/Focus Crew | 0 |  |
| Follow Spot Operator | 0 |  |
| Sound | Sound Board Operator | 0 |  |
| Setup Crew | 0 |  |
| Other | 0 |  |
| Video | Video Operator | 0 |  |
| Videographer | Locations | 0 |  |
| Other | Stage Hand | 0 |  |
|  | 0 |  |
|  | 0 |  |

Schedule Notes

Meadowvale Theatre labour rules:

* Clients do not have to vacate the facility during breaks however all high risk activities must stop
* The Technical Supervisor is scheduled for the duration of the day
* 30 minutes of uninterrupted break/lunch time is mandatory after 5 consecutive hours of work
	+ This includes Meadowvale Theatre Staff, client staff and volunteers
* Meadowvale Theatre’s crew start and end time is determined by the client’s stage access time(s)

**PERFORMERS**

How many performers, in total, are a part of your show? \_\_\_\_\_\_\_\_\_

# Overview of General Requirements

|  |  |
| --- | --- |
| Lighting |  |
| Audio |  |
| Video |  |

# Rehearsals

|  |  |
| --- | --- |
| Production table required in auditorium | [ ]  Yes |
| Lighting Console required at production table? | [ ]  Yes |
| Expected backstage participants / staff per day | # 0 |

# Set Design

|  |  |
| --- | --- |
| Set | \*Diagrams can be sent directly to meadowvale.theatre@mississauga.ca [Set description here]  |
| Décor | [Décor description here] |

# Rigging

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Line-set** | **Item** | **Weight** | **Dimensions**(L – W – H) | **Lift Points** | **Notes** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| Example below |
| 2 | Wall Flat | 230 lbs | 12’ – 4’ – 20’ | 2 | There is a door in the centre of this flat |

# On Stage Equipment

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Quantity Available** | **Requesting** |
| Lectern / Podium  | **1** | # 0 |
| Risers [4’x6’@8”]  | **4** | # 0 |
| Risers [4’x6’@16”]  | **4** | # 0 |
| Risers [4’x6’@24”]  | **4** | # 0 |
| Conference Table(s)  | # 0 |
| Music Stand(s) | # 0 |
| Chair(s) | # 0 |

# Rehearsal Hall Set-up

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Quantity Available** | **Requesting** |
| Rectangle Tables (6’x2.5’) | **8** | # 0 |
| Studio chairs | **25** | # 0 |

**High-Risk Activities Safety Plan**

Outline any activity in your production that would be considered high-risk in accordance with the table below. We require clients have $5,000,000 liability insurance and a submitted safety plan for each high-risk activity. Insurance is available through the City of Mississauga’s insurance provider, which can be found [here](http://www.mississauga.ca/portal/residents/facilityinsurance#Userinsurance). ***Please utilize the template on the next page to submit your safety plan for each high risk activity.***

|  |
| --- |
| Check Box Submission:  |
| [ ]  Yes, the safety plan was submitted with this form as an attachment |

Examples of High-Risk activities include, but are not limited to:

|  |  |
| --- | --- |
| High-Risk Activities | Risks… |
| Set Construction | * Injury from the use of power tools
* Injury during construction
 |
| Multi-Level Sets | * Injury or death from falls
 |
| Rigging not typical to this venue | * Increased risk of injury during installation
 |
| Aerial Performances | * Injury or death from falls
 |
| Use of weapons or stage combat | * Injury do to misuse
 |
| Use of Firearms: (i.e. prop guns, cap guns, replica firearms – used in accordance with the Firearms Act (S.C. 1995, c. 39)) | * Hearing loss
* Gunshot wounds, even from blanks
* Injuries from recoil
* Burns from brass and/or barrel
 |
| Pyro technics and live flame | * Injury and burns
* Damage to property
 |
| High value equipment either rented or owned | * Lost or stolen
* Damages during installation and/or operation
 |
| Use of audience on stage | * General public unfamiliar with stage floorplan, setup, equipment and/or safety practices
 |
| Use of toddlers, infants, and animals on stage | * Unpredictable
 |

**TEMPLATE: Example of a safety plan for ONE high-risk activity below:**

|  |
| --- |
| High-Risk Activity |
| Type | Firearms |
| Equipment | 2 x Replica 9mm handguns ( Rental from Air Magic) 1 x cap gun (owned by group) |
| Usage | The 9mm are used as props throughout the show. Shots are fired 3 times; 1. Act 1 – Scene 2: [ character name]
2. Act 2 – Scene 4: [ character name]
3. Act 2 – Scene 4: [Character name].

The cap gun is used for an offstage effect; 1. Act 2 – Scene 1: [Character Name]
 |
| Risks |
| To People | To Property |
| * Hearing loss
* Gunshot wounds, even from blanks
* Injuries from recoil
* Burns from brass and/or barrel
 | * Burns from brass and/or barrel
 |
| Safety Plan’s Mitigation |
| Equipment | * Hearing protection
* Gun cases and locks
* Safety table for casing and loading
 |
| Operational Steps | * Assign a safety officer (SO) to oversee firearm(s)
* SO will hold a safety meeting with members of crew and case required to operate or interact with the firearm(s). Each person must understand and demonstrate both ACTS & PROVE
* People required to operate will demonstrate a safe shot on stage without other performers
* All scenes requiring their use will be rehearsed every night
* SO will check-in with supervisor each night when guns arrive
* SO will uncase and check firearm(s) once the house is opened
* Once uncased firearm(s) will be handed to the operator. Firearm(s) will never be left unattended.
* Any transfers will take place with an assigned ASM so the stage management always knows who has the firearm
* Firearms will be hand back to the safety officer when they are no longer required and they will be locked up
 |
| Communication | * Safety plan will be distributed to cast, crew and theatre staff
* Signs for auditorium will be requested
 |
| Key Dates for Implementation | * Date 1: 2018.01.31 – meet with cast and crew (rehearsal)
* Date 2: 2018.02.01 – meeting onstage alone with firearm operator and crew
* Date 3: 2018.02.02 – stage demonstration and rehearsal with full cast
 |
| Key Dates for Review of Plan | * Date 1: 2018.01.30
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