



# SandPit Checklist



## First Steps

- ☐ A4 Size Image for Website
- ☐ Synopsis for Show
- ☐ Show Times
- ☐ Ticket Prices
- ☐ On Sale Date
- ☐ Reserved Seats & Special Requests
- ☐ Discount Codes & Promotions

## On The Day

- ☐ Students to arrive 30 mins after staff
- ☐ Drop off & Collection for parents at Stage Door
- ☐ No eating in the auditorium
- ☐ Rooms to be left how they were found on arrival
- ☐ Tag us in your social media posts @SandPitTheatre

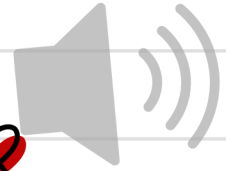
## Before The Show After The Show

- ☐ Arrange meeting to discuss requirements on the day
- ☐ Plan your tech - use the sheet below for help
- ☐ Send schedule of your day/days
- ☐ PRS PPL charges will be added after show (2% of ticket sales)
- ☐ Cleaning fee will be applied if necessary
- ☐ Payment should be expected within 30 days after your show

**We're just an email away!** – Organising a show can be very stressful. We are all about keeping you happy, and we're here to help with any questions or concerns you've got. Whether you are looking for advice on ticket prices or have practical questions about your hire; don't hesitate to drop us an email or get in touch whenever you need.



# Sound & Video



## Label Sound and Video Files

Use Prefix 01, 02, 03 (i.e. 02 Boys Dance, 03 When I Grow Up.mp3)

Use matching Prefix for projections (i.e 02 Boys dance rain image.jpg)

|  | Number | Name                                   |
|--|--------|--|
|  | 1      | ▼ OPENING                              |
|  |        | 01 Opening Number.mp3                  |
|  |        | 01 Opening Number Confetti Falling.mp4 |
|  | 2      | ▼ BOYS DANCE                           |
|  |        | 02 Boys Dance Track                    |
|  |        | 02 Boys Dance rain Image.jpg           |
|  | 3      | ▼ WHEN I GROW UP                       |
|  |        | 03 When I Grow Up Backing              |
|  |        | 03 When I Grow Up Kids slideshow.mp4   |

This will save a lot of valuable tech time!



## Get the right quality

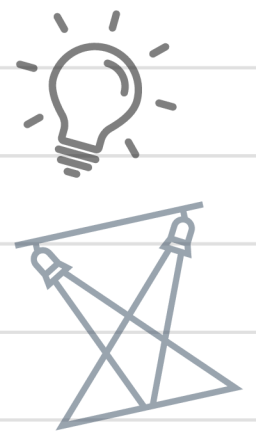
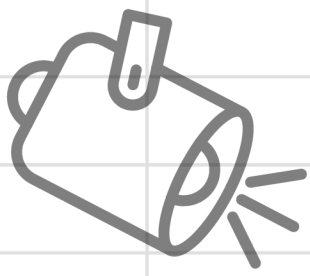
Use 1080p HD videos (Avoid low quality downloads from youtube)

Use HD High Res images - Try looking at Canva.com



**Bring content** on USB or send via Google Drive, Dropbox or WeTransfer

**We can help!** - If you're struggling to cut music or source videos, let us know and we'll do our best to support you.



# Lighting

## Make a List of Cues

**Don't worry about technical terms** – we work with creatives all day! Describe as best as you can what you imagine for each moment.

If possible include black outs, blue-outs, snap to black, fade out

| Q.  | Label          | Description   |
|-----|----------------|---|
| 0.5 | Preset         | Audience Enter with red curtains open               |
| 0.9 | B/O            | Black Out   |
| 1.1 | Opening Dance  | Gold Moody slow intro                               |
| 1.2 | Dance Chorus   | Bright Colourful Gold flashes                       |
| 1.3 | B section      | Centre Clump blue moody                             |
| 1.4 | Dance Chorus   | Bright Colourful Gold flashes (Repeat 1.2)          |
| 1.5 | End Position   | Centre Clump bright flash                           |
|     | B/O            | Black Out   |
| 2.1 | Boys Dance     | Purple and green Disney Villians Fast flashy upbeat |
| 2.2 | End Pose       | Laying on floor                                     |
|     | B/O            | Black Out   |
| 3.1 | Primary Ballet | Blue water gentle light                             |
|     | B/O            | Low Light for children to exit                      |

Make sure you check out our template file

## More Info = Faster Programming

**Programming lights will take approx. twice the length of the show running time** – A 2hr show will take around 4hrs to program. The more prepared you are for this, the speedier we can be!

**Arrange a meeting or ask for help** – We have a generic lighting setup that works for most dance shows, plays and musicals. If you have specific requests, ideas or requirements; get in touch and we can discuss the options!

# Microphones

## Handhelds or Radio Mic Headsets?

Plan out the best use of the microphones to avoid quick swaps of headsets and whats best for your cast and production.

Make a detailed Mic Plot that shows which Cast memeber is on which mic for each scene or song.

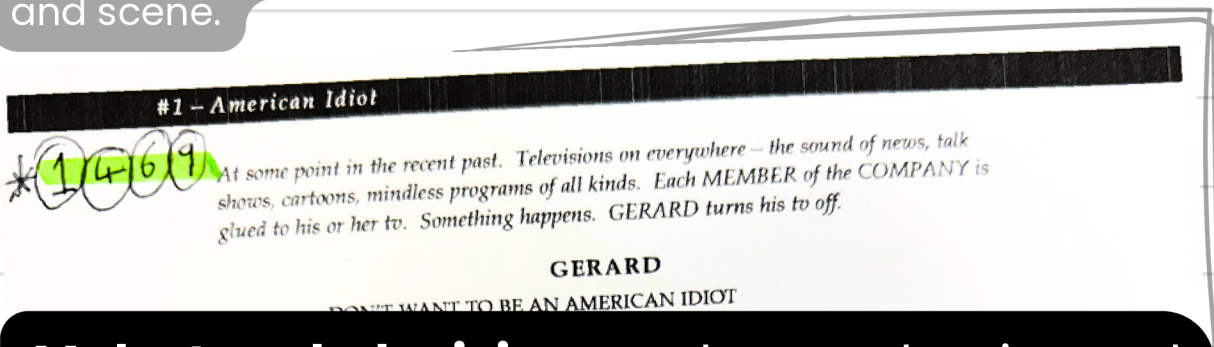
|    | 1.01             | 1.02             | 1.03             | 1.04       | 1.05           | 1.06         | 1.07            | 1.08 |
|----|------------------|------------------|------------------|------------|----------------|--------------|-----------------|------|
|    |                  |                  |                  | WAND DANCE |                |              |                 |      |
| 1  | ALBUS POTTER     | ALBUS POTTER     | ALBUS POTTER     |            | ALBUS POTTER   | ALBUS POTTER | ALBUS POTTER    |      |
| 2  | SCORPIUS MALF... | SCORPIUS MALFOY  | SCORPIUS MALFOY  |            |                |              | SCORPIUS MALFOY |      |
| 3  |                  |                  |                  |            | DELPHI DIGGORY |              |                 |      |
| 4  | HARRY POTTER     |                  | HARRY POTTER     |            | HARRY POTTER   | HARRY POTTER |                 |      |
| 5  | RON WEASLEY      |                  |                  |            |                |              |                 |      |
| 6  | HERMIONE GRA...  |                  | MADAM HOOCH      |            |                |              |                 |      |
| 7  | GINNY POTTER     |                  |                  |            |                | GINNY POTTER |                 |      |
| 8  |                  |                  | DRACO MALFOY     |            |                |              |                 |      |
| 9  | ROSE - GRANGE... | ROSE - GRANGE... | ROSE - GRANGE... |            |                |              | ROSE - GRANGE   |      |
| 10 |                  |                  | PROFESSOR Mc...  |            |                |              |                 |      |
| 11 |                  |                  | SORTING HAT      |            | AMOS DIGGORY   |              |                 |      |
| 12 | LILY POTTER      |                  | LILY POTTER      |            |                | LILY POTTER  |                 |      |
| 13 | JAMES POTTER     |                  | YANN FREDERICKS  |            |                | JAMES POTTER |                 |      |
| 14 |                  |                  | POLLY CHAPMAN    |            |                |              |                 |      |
| 15 |                  |                  | CRAIG BOWKER JR. |            |                |              |                 |      |
| 16 |                  |                  | KARL JENKINS     |            |                |              |                 |      |

Make sure you check out our template file

## Mark up a script

Your sound technician doesn't know your show like you do.

Mark up the script to show which Mics are needed for each song and scene.



**Make tough decisions** – who *needs* mics and which are luxuries.

**Broken headsets cost £55.00** – Planning in advance and avoiding quick changes will massively reduce the chances of damage. Allocate one member of your team to be in charge of mics and changes.