

Tech Degustation Tour Resources



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Department of **Local Government, Sport and Cultural Industries**
Department of **Primary Industries and Regional Development**



**COUNTRY
ARTS WA**

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VENUE SPECIFICATION TEMPLATE

VENUE NAME _____

VENUE ADDRESS _____

MANAGER NAME AND CONTACT DETAILS

OTHER KEY STAFF DETAILS

GENERAL DESCRIPTION OF VENUE

SEATING

Number of seats _____

Arrangement:

- ☐ Theatre style
- ☐ Cabaret
- ☐ Classroom
- ☐ Other (give details) _____

☐ Seats can be moved/rearranged

LOAD-IN ACCESS

Door dimensions for load-in

Width _____ Height _____

☐ Loading dock

Details _____

☐ Stairs. *If yes, give details* _____

☐ Tight corners. *If yes, give details* _____

☐ Low clearance. *If yes, give details* _____

VENUE SPECIFICATION TEMPLATE

STAGE AND STAGING

Stage description

Structure:

- ☐ Flat floor
- ☐ Staging blocks
- ☐ Permanent raised stage
- ☐ Other (give details) _____

Stage surface:

- ☐ Wood (varnished)
- ☐ Wood (painted)
- ☐ Carpet
- ☐ Other (give details) _____

Level:

- ☐ Flat
- ☐ Raked (sloped)
- ☐ Uneven
- ☐ Other (give details) _____

Colour: _____

Stage dimensions

Width _____ Depth _____

Height (stage floor to first obstruction) _____

Height (raised stage from room floor) _____

Wing space _____

Masking

- ☐ Curtains

Description _____

Quantity _____

Position _____

- ☐ Flats

Description _____

Quantity _____

Position _____

VENUE SPECIFICATION TEMPLATE

ACCESS EQUIPMENT

- ☐ Ladders

Type _____

Height _____

Quantity _____

- ☐ Catwalks or fixed ladders

Location _____

Description _____

- ☐ Elevated Work Platforms

Type _____

Maximum height _____

Limitations of use _____

POWER

- ☐ Three-phase power

Quantity _____

Location _____

- ☐ General power outlets

Quantity _____

Location _____

- ☐ Groundplan of outlets available

LIGHTING

General description

- ☐ General room light
- ☐ White wash over stage
- ☐ Theatrical rig covering stage
- ☐ Lighting plan available
- ☐ Equipment list available

Lighting control

- ☐ Single switch
- ☐ Separate switches for different areas
- ☐ Stage lighting console

Details _____

VENUE SPECIFICATION TEMPLATE

Lighting positions

- ☐ Temporary stands
- ☐ Lighting bar/s over audience

Quantity _____

Location _____

- ☐ Lighting bar/s over stage

Quantity _____

Location _____

Houselights

- ☐ Houselights installed
- ☐ Dimmable

Switch/control location _____

AUDIO

- ☐ Audio system

Details _____

- ☐ Audio system schematic available

- ☐ Equipment list available

- ☐ Microphones

Type _____

Quantity _____

- ☐ Microphone stands

Type _____

Quantity _____

- ☐ Other audio equipment

Type _____

Quantity _____

VENUE SPECIFICATION TEMPLATE

PROJECTION

- ☐ Projector

Model _____

Quantity _____

Location _____

Input _____

- ☐ Screen

Type _____

Quantity _____

Location _____

GENERAL EQUIPMENT

- ☐ Music stands. *Quantity* _____

- ☐ Chairs. *Quantity* _____

- ☐ Pianos. *Quantity* _____

- ☐ Staging blocks.

Quantity _____

Description _____

- ☐ Steps. *Quantity* _____

- ☐ Lecterns. *Quantity* _____

BACKSTAGE FACILITIES

- ☐ Dressing room/Green room

Quantity _____

Capacity _____

- ☐ Toilets

- ☐ Shower

- ☐ Mirrors

- ☐ Chairs. *Quantity* _____

- ☐ Tables/desks

- ☐ Clothes racks

- ☐ Clothes washer

- ☐ Clothes dryer

VENUE SPECIFICATION TEMPLATE

ADDITIONAL INFORMATION

- ☐ Heritage listing

Details

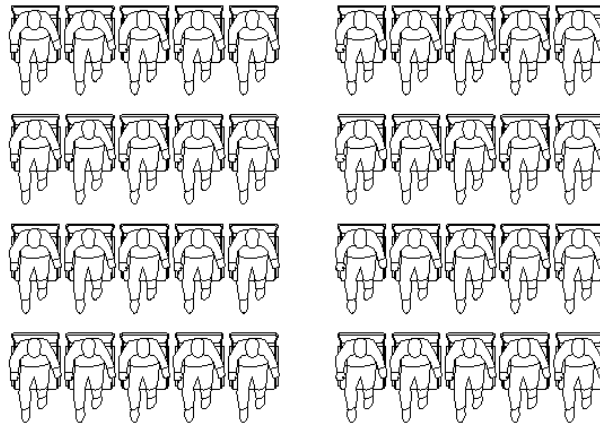
- ☐ Other important information

Details

SEATING STYLES

Event seating can be set up in various arrangements, suitable for different event genres, audience makeup, and seating capacities. Some of the most common styles are shown below.

Theatre style



Rows of seats, all facing the stage.

Advantages:

- All patrons are facing the stage.
- Efficient use of space for smaller rooms or larger audiences.
- Easy to set up.

Disadvantages:

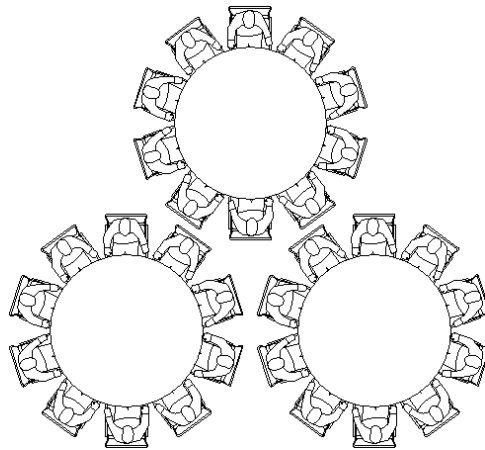
- Less social/casual for patrons.
- No provision for eating while seated.

Best suited to:

Theatre, comedy, music.

SEATING STYLES

Cabaret/banquet style



Cabaret/banquet style seating features chairs set around round tables of any size.

Advantages:

- Social experience for the patrons.
- Tables for eating/drinking.

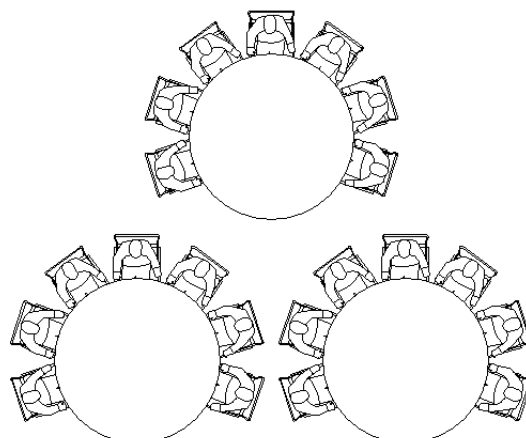
Disadvantages:

- Most patrons are not facing the stage – some are side on, some have their backs to stage.
- Inefficient use of space.
- Can be difficult to move around the room.

To improve the patrons' view of the stage, seating can be arranged in an arch around the table, leaving open the side closest to the stage.

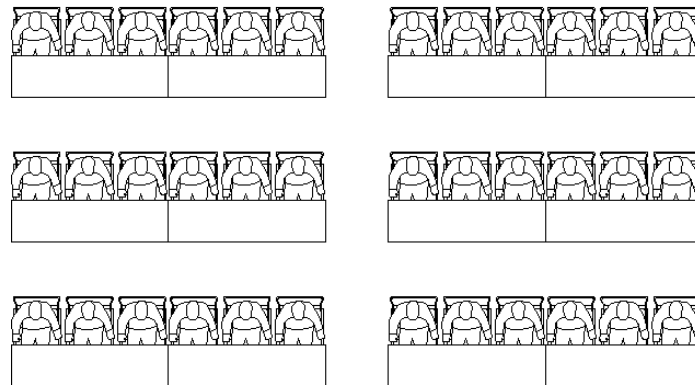
Best suited to:

Cabaret, music, variety.



SEATING STYLES

Classroom style



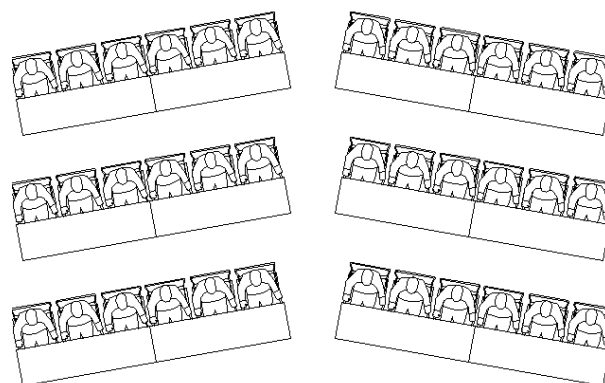
Long rectangular tables with chairs on one side.

Advantages:

- All patrons are facing the stage.
- More efficient use of space than round tables.
- Tables for eating/drinking.

Disadvantages:

- Less social/casual for patrons.
- Physical barrier of tables may discourage engagement with the performance.



For a less formal “classroom” feel, the tables can be arranged in a slight V shape.

Best suited to:

Music, variety, comedy.

HOW TO DRAW A BASIC GROUND PLAN

To create a simple ground plan of your venue, you can start with a draft sketch, then redraw it neatly using a ruler, or on a computer. You might also find it helpful to use graph paper if drawing by hand. It is easiest to do your first drawing in the venue, as it can be hard to remember the exact location of every feature from memory.

A ground plan should show simple line details, as if you were looking down at the room from above. You can label items for clarity.

It is most useful when drawn to scale, meaning that the sizes of items on the paper reflect their real-life size. For example, a two metre wide staging block will be drawn exactly twice as big as a one metre wide block.

Follow these steps to draw a basic ground plan. Your ground plan will look different from the example shown, as it will reflect your own venue. You can draw ground plans for any type of venue, showing the relevant features. For example, an outdoor venue may not have walls, but might include trees or garden beds.

In each step, the new additions are shown in **red**.

1. Walls

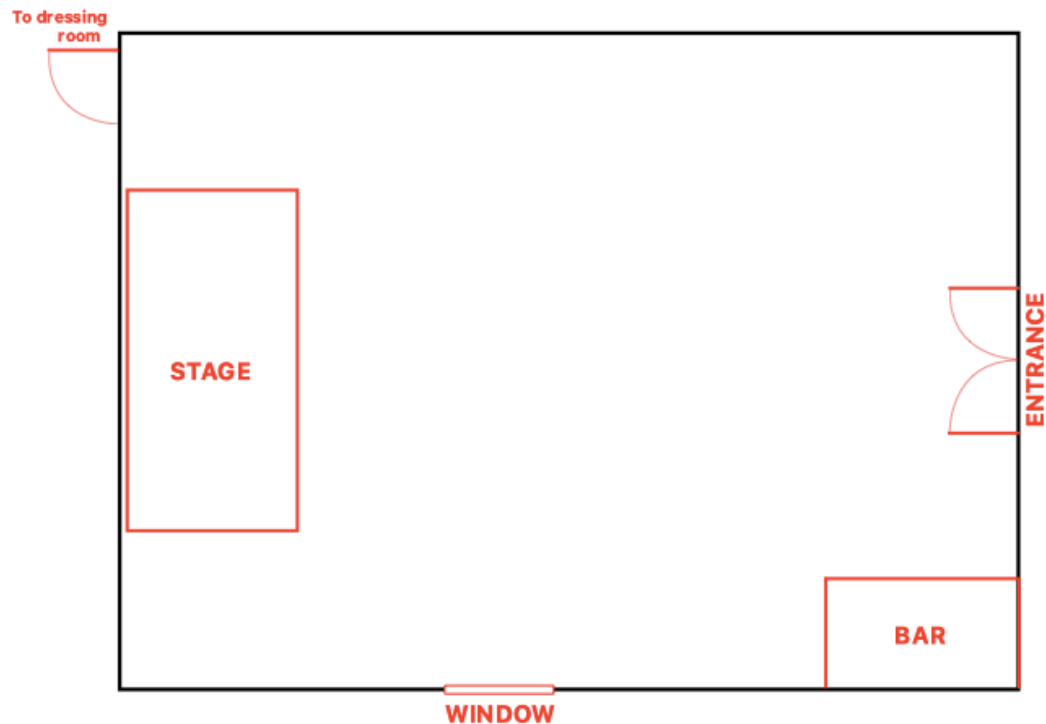
Draw the outside walls of the venue. Decide which part of the space is relevant – you don't need to draw the entire building if there are multiple rooms.



HOW TO DRAW A BASIC GROUND PLAN

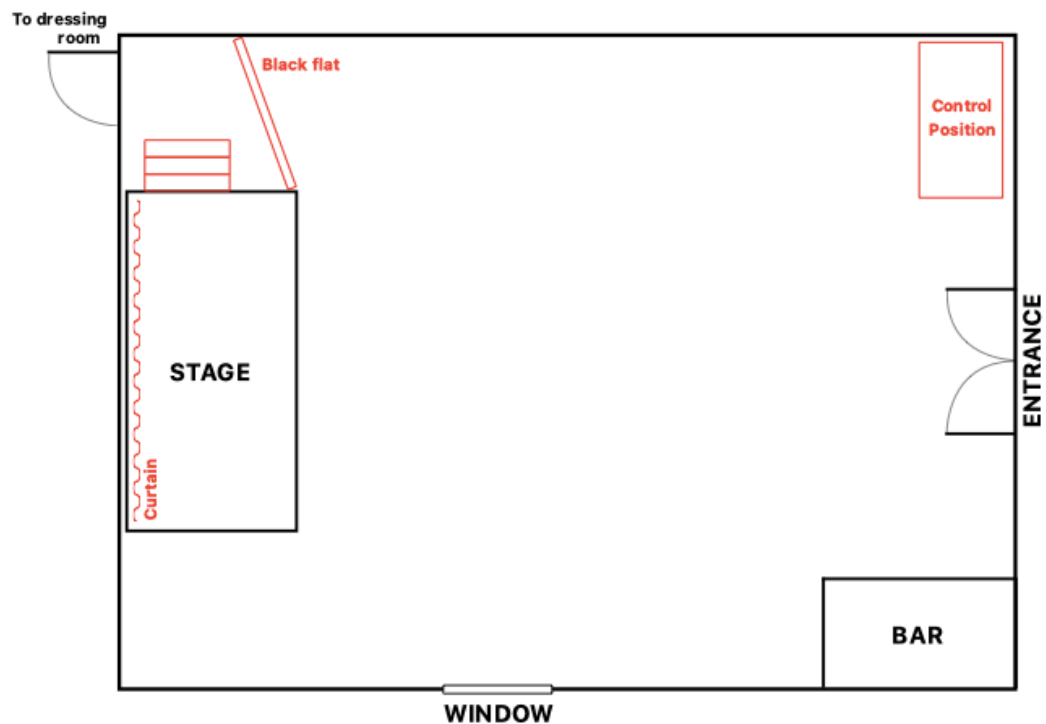
2. Internal structures

Add internal structures, particularly the stage, walls, doors, windows, or columns. Label them for clarity.



3. Detailed structure and features

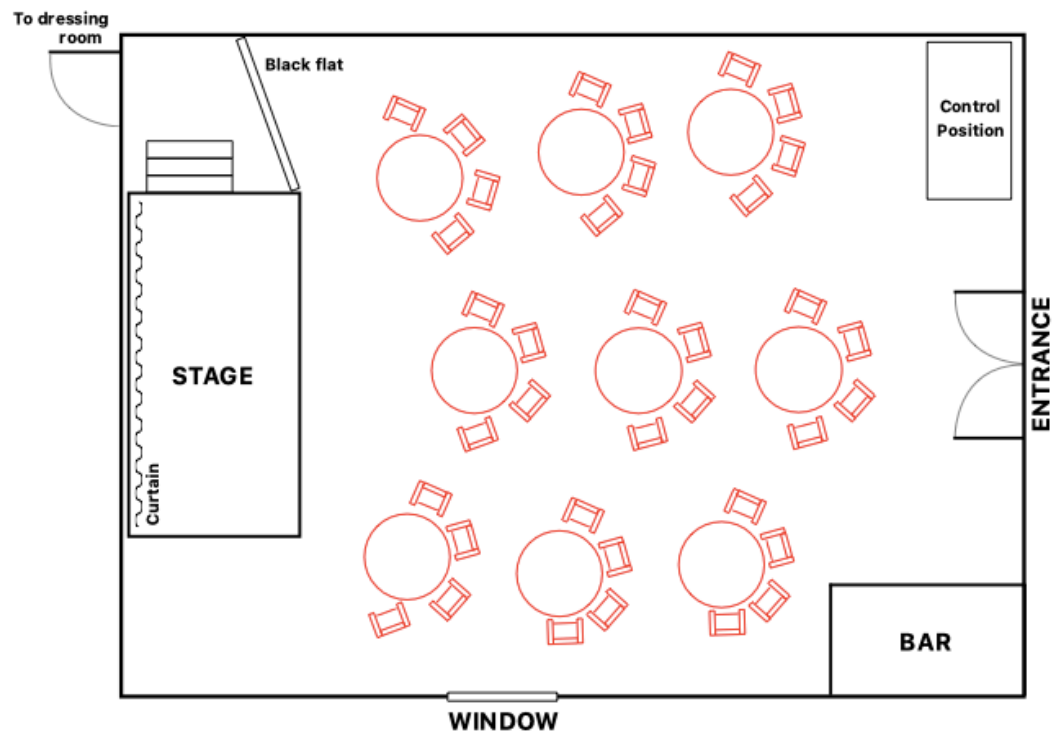
Add things like stairs, flats or curtains. If you have a technical control position set up, draw that.



HOW TO DRAW A BASIC GROUND PLAN

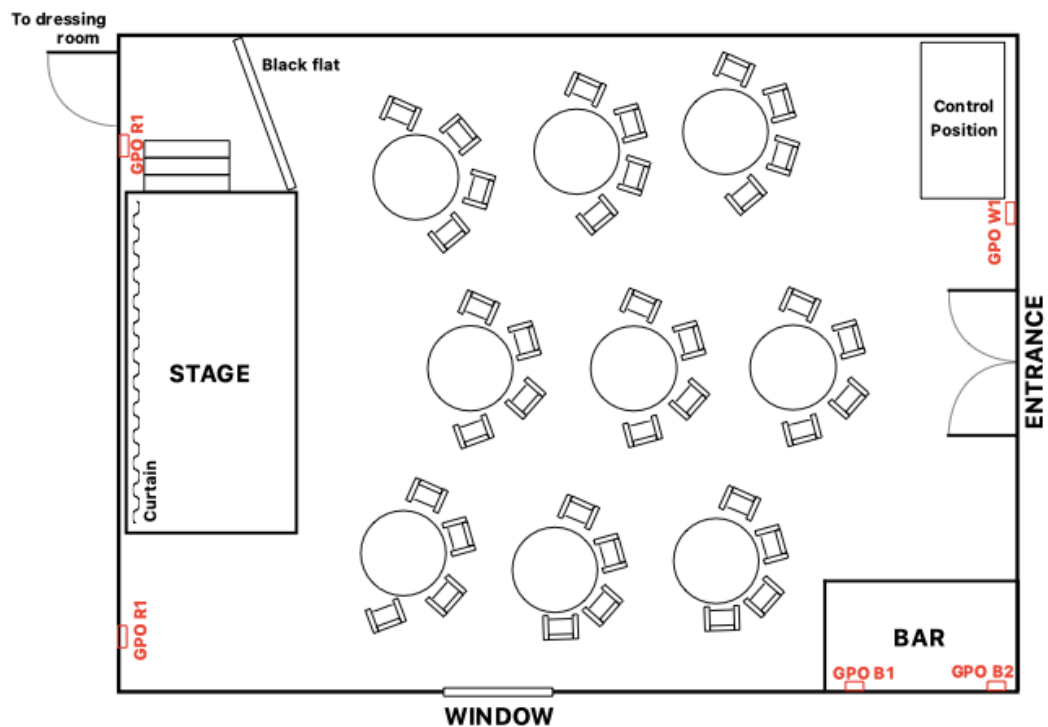
4. Seating

Add the audience seating, including any tables if you plan to include them. You should show how many seats there are and their layout.



5. Power outlets

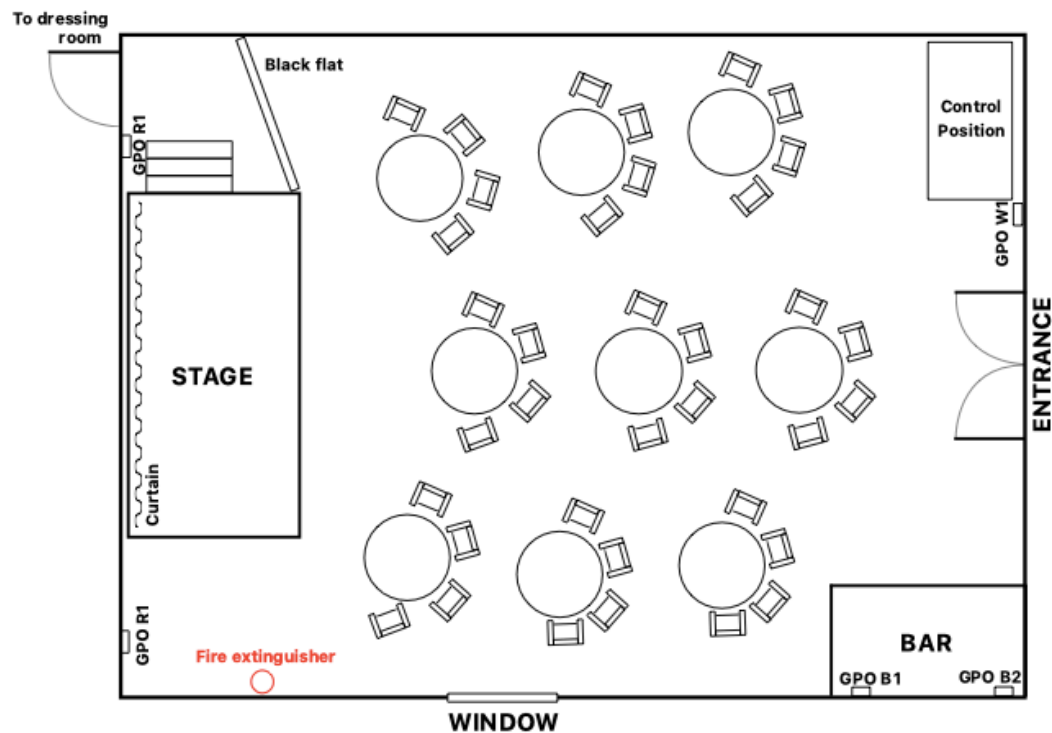
Add the location of the power points (general power outlets, GPOs). If you have three-phase outlets, add them as well.



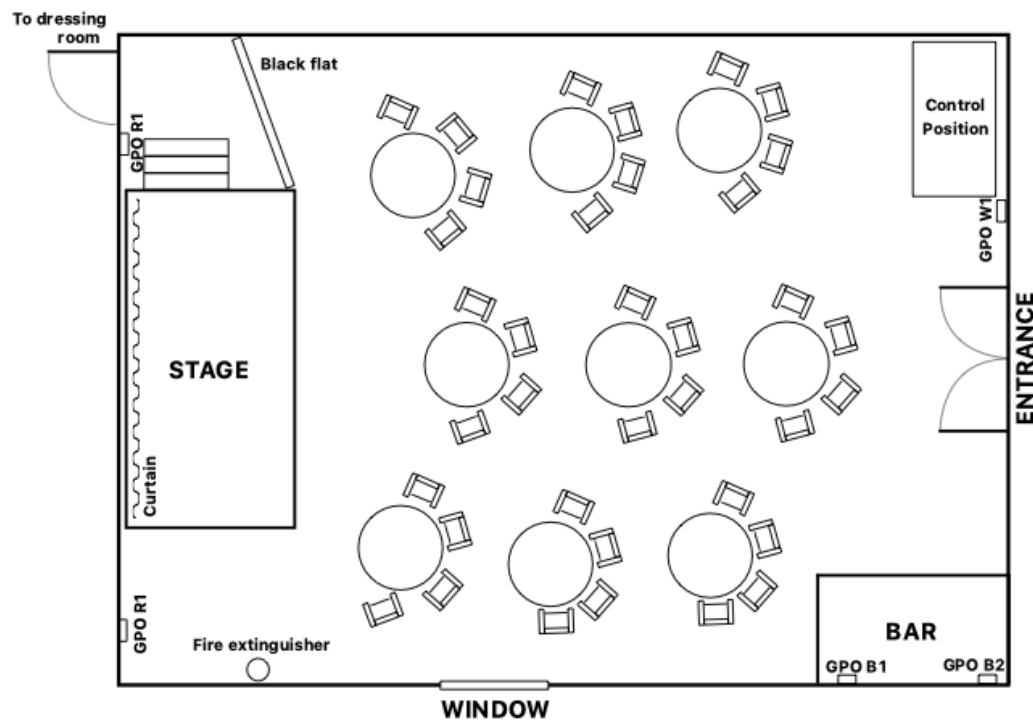
HOW TO DRAW A BASIC GROUND PLAN

6. Extra features

Add any extra features important to the space, like fire extinguishers which must remain clear, or wall displays that you don't want covered.



Congratulations! Your basic ground plan is now complete.



Remember that your own venue will look different from the example, so look around the venue to decide what features you should include.

PRACTICAL ELECTRICITY BASICS

A touring show may state that they require a certain number of power points across multiple phases, or require three-phase outlets. It is important to know what this means and make sure it can be supplied, for the safe use of equipment and smooth running of the event.

Power points

The amount of power points (or general power outlets, GPOs) does not necessarily indicate the amount of power available. If multiple power points are connected to the same phase or circuit, it's a bit like plugging in a double adapter – doubling the sockets doesn't mean you have doubled the power!

Phases

Mains power is supplied in three phases. Phases are like portions of alternating current (AC power).

Typically, larger buildings are connected to three-phase power, while smaller buildings (such as private homes) are connected to a single phase only.

Standard power points are supplied by a single phase. When the building is connected to three-phase power, each power point may be connected to any of the three different phases.

When plugging in multiple appliances, it is necessary to distribute the load over all available phases, so that one phase isn't overloaded.

When three-phase power is supplied to a building, the phase will be indicated on the power point, either by a coloured dot or a handwritten letter.

Red phase – Red dot or the letter R

Blue phase – Blue dot or the letter B

White phase – White dot or the letter W

There is no difference between the phases, as they can each do the same job.

PRACTICAL ELECTRICITY BASICS



The power point shown in the photo above is on the blue phase, indicated by the blue dot.

Circuits

The phases are further divided into circuits. They are indicated by a number on the power point, either in the coloured circle or handwritten. The same circuit number on multiple power points indicates that they are supplied by the same wiring from the switchboard.

The power point in the photo above is on circuit 1, indicated by the number 1 within the blue dot. The same information could be conveyed by writing “B1” on the power point.

High load appliances

Some appliances draw a lot of power and should be kept on a different phase to show equipment. Heating and cooling appliances, and appliances with motors, tend to be high load, so be aware of the use of kettles, urns, room heaters, fridges, toasters, food warmers, and vacuum cleaners.

PRACTICAL ELECTRICITY BASICS

Working with phases

A typical way of distributing the equipment might be to plug all the sound equipment into the red phase, lighting equipment into the blue phase, and leaving the white phase for any additional equipment like kitchen appliances.

Three-phase equipment

Some appliances, such as motors or theatrical dimmers, require a lot of power and use all three phases at once. They plug into special three-phase outlets, pictured below.



OUTDOOR VENUES

Outdoor venues can provide a lovely atmosphere for a performance, but they also present particular challenges.

Weather

When working outdoors, weather is a key factor. Hot, wet, windy or dusty conditions, during the set up time as well as the show, can affect how safely the equipment can be used, as well as the health and comfort of patrons and the touring party.

Without extra precautions, technical equipment can be damaged through use in extreme heat/sun, wet or dusty conditions. Precautions could include shade marquees and even ice packs for electronic equipment in hot weather, or covers to keep out moisture and dust.

Wind can pose extra difficulties, as it can cause equipment or banners to topple over, and also increases the demands on the sound system. For windy conditions, equipment can be secured using sandbags, weights, ropes or cable ties.

If at all possible, establish an indoor or undercover area as a back-up venue for the outdoor event, and determine when the call will be made to move the performance, and by whom.

Sound

Open spaces need different sound considerations. As well as there being additional ambient noise, the sound from the stage or speakers is not contained in the same way as an indoor venue. Additional or more powerful speakers may be required for outdoor venues.

Without physical barriers to block the event sound, you should also consider any noise restrictions in place, including during the event set up time.

Worklights/Houselights

For night time shows, it is important to have adequate lighting for patrons to enter and exit, as well as for the touring party to pack up after the show. There should be enough lighting in the area, preferably that can be turned off or dimmed during the performance.

OUTDOOR VENUES

Security

Outdoor events can pose particular security risks, as they are unlikely to have a secure perimeter. Particular care should be given to establishing and enforcing exclusion zones, including the event perimeter, stage/backstage areas, and licenced areas.

SAFETY AND SECURITY

The requirements for safety and security will vary depending on the type of event, and the expected audience numbers and makeup. Although not all these points may be relevant to your event, it is important to consider the following.

Establish a perimeter

For outdoor events, it is important to establish an event perimeter, to control the movement of patrons and designate what is “in” and “out” of the venue. This can be especially important when patrons have paid for tickets. In a small town, or for low-key or family events, a high chain link fence would be overkill. A simple, light-weight barrier can clearly mark the perimeter of the space.

Create an exclusion zone around the stage/backstage area

For the safety and security of patrons and the touring party, it is important to restrict access to the performance area and the backstage area. The first step is to create a clear barrier to indicate any “no go zone.” This may be clear from the physical structures present (for example, a raised stage). For outdoor events or open rooms, witches hats, bunting or a rope on the ground can be effective. You could also use banners and pull-up signs to create a wall, which are often toured with Shows On The Go.

Generally, the performers will meet patrons after the event, but this is done in the audience area. No one except the touring party should enter the backstage area without prior approval.

Monitor the number for patrons

If the event is ticketed, you will know how many patrons are in attendance. If the event is free and unticketed, you may not know how many people will attend. Put some thought into how you would manage an unexpectedly large turnout, and the maximum capacity of the event.

Children in attendance

A touring show will normally indicate the age suitability. To allow everyone to enjoy the show, the age suitability should be clearly advertised.

When there are children present at an event, an exclusion zone around the stage/backstage is especially important. Children should be supervised by their parent or guardian at all times and must not enter the excluded areas. The touring party cannot be responsible for children attending the event.

During the performance, the parents/guardians of children should ensure their behaviour is not causing risk to others. Although we want the kids to enjoy the show, they need to stay safe by remaining in their seats (or on their picnic rugs etc) and keeping to the assigned audience area.

SAFETY AND SECURITY

Alcohol

Event organisers have a duty of care to ensure that the sale or supply of alcohol does not cause harm to those attending the event, even if another party is the licensee. When alcohol is being sold, it is a legal requirement to obtain a liquor licence from the Department of Racing, Gaming and Liquor. For one-off events, an Occasional Liquor Application is suitable.

Guidelines for the responsible service of alcohol should always be followed. More information and training can be found online, including through the Department of Racing, Gaming and Liquor website.

Consumption of alcohol at outdoor events can pose extra hazards. Glass containers can be hazardous, so appropriate collection and disposal methods, or non-glass alternatives, should be considered. Licenced areas must be clearly signed in accordance with liquor licencing. The presence of juveniles must be controlled for and detailed by the liquor licence. There must be a plan in place, and conveyed to all staff, regarding the management of any intoxicated patrons.

Security staff

A general rule of thumb is to have one security guard per 100 patrons. For smaller events, security staff may not be required or available, but there should be a designated person in charge of the event and responsible for taking any action. If in doubt, check with your local police.

More information

WA Health has created a document called *Guidelines for Concerts, Events and Organised Gatherings*, which can provide you with additional resources for managing your event. It can be found by searching “concerts and mass gathering guidelines” or at the address below:

https://ww2.health.wa.gov.au/~/_/media/Files/Corporate/general%20documents/Environmental%20health/Concerts%20and%20Mass%20Gathering%20Guidelines.pdf

ONLINE RESOURCES

Community Presenter Guide. *Country Arts WA.*

Useful information for presenters on a variety of topics, including an “All Things Technical” section.

Go to <https://www.countryartswa.asn.au/resources/publications/> and click on “Community Presenter Guide” or at the following address:

https://s3-ap-southeast-2.amazonaws.com/juiceboxcreative-cawa/wp-content/uploads/2016/03/04160655/Presenter-Guide_v5_WEB-FINAL.pdf

Glossary of Terms. *CircuitWest*

An alphabetical list of terms used for technical aspects of live events.

<https://www.circuitwest.com.au/glossary/>

The Strand Archive, aka The Backstage Heritage Collection.

TheatreCrafts.com

Illustrated documents for older theatrical lighting.

Search: strand archive lanterns (patt. numbered)

<http://www.theatre crafts.com/pages/home/archive/manufacturers/category/?search=10&id=1>

Department of Racing, Gaming and Liquor

To gain information and apply for an Occasional Liquor Licence.

www.rgl.wa.gov.au

Guidelines for Concerts, Events and Organised Gatherings. *WA Health.*

Includes information on a range of health and safety related topics when organising an event, particularly relevant for outdoor events.

Search: “Concerts and Mass Gathering Guidelines”

<https://ww2.health.wa.gov.au/~media/Files/Corporate/general%20documents/Environmental%20health/Concerts%20and%20Mass%20Gathering%20Guidelines.pdf>