**Production Information Form**

Please complete this form to the best of your ability, and return to Will on manager@brightonopenairtheatre.co.uk

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| --- | --- |
| PRODUCTION TITLE |  |
| PRODUCTION COMPANY |  |
| LEAD CONTACT | NAME: |
| ROLE: |
| EMAIL: |
| PHONE: |
| CONTRACTEE  *Registered company or individual* | NAME: |
| ADDRESS: |
| HIRE OR SPLIT? |  |
| REGISTERED CHARITY?  *If yes please provide Charity Number* |  |
| PERFORMANCE DATES  *Please specify your preference* |  |
| PERFORMANCE TIMES  *Please choose your desired times based on the options available* | ***May, June & July: 11am, 2pm, 7pm***  ***April, August & September: 11am, 2pm, 6pm*** |
| TICKET PRICES  *Choose preferred Band* | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Standard** | **Concession** | **Family** | **Group** | | **Band A** | £25 | £22.50 | £75 | £21 | | **Band B** | £18 | £16 | £55 | £15 | | **Band C** | £15 | £13.50 | £45 | £13 | | **Band D** | £12 | £11 | £35 | £11 | |
| CATEGORY  *Theatre, Music, Comedy, Family, Circus, Opera, etc* |  |
| A SHORT DESCRIPTION OF THE PRODUCTION  *Approx 50 words* |  |
| TRIGGER WARNINGS  *Please include technical (i.e. strobe lighting) and contextual (i.e. sexual violence)* |  |
| AGE RECOMMENDATION |  |
| RUN TIME |  |
| INTERVAL? |  |
| MERCHANDISE  *i.e. programmes, scripts, t-shirts, etc* |  |
| COMPANY SIZE  *Including cast and crew* |  |
| CAST  *Please provide details of any confirmed cast* |  |
| CREATIVE  *Please provide details of any confirmed creatives* |  |
| SOCIAL MEDIA  *Please provide social media handles for the company and any attached individuals* |  |
| WEBSITE |  |
| LITERARY RIGHTS  *Are they required for this production? If yes, have you acquired them?* |  |
| PRS  *Does this production require a PRS licence? If yes, please give details* |  |
| EQUAL OPPORTUNITIES  *Please indicate how your company is committed to inclusivity and diversity within your cast and crew* |  |
| HAVE YOU PERFORMED AT BOAT BEFORE?  *If yes please give details* |  |
| ARE YOU EXPERIENCED IN OUTDOOR PERFORMANCE?  *If yes please give details* |  |
| WHY IS THIS PRODUCTION APPROPRIATE FOR OUTDOOR PERFORMANCE?  *Please specify why this production would benefit from being outdoors rather than a traditional indoor theatre environment* |  |
| WEATHER CONTINGENCY  *Please detail contingency plans for different weather conditions, including loss of natural light* |  |
| TECHNICAL EQUIPMENT  *Are you bringing lighting and/or sound equipment? If yes, please give details* |  |
| TECHNICIAN & STAGE MANAGER  *Will you have a technician and/or stage manager? If no, please give details on how the production will run without them* |  |
| GET IN  *How much time will you require to get in?* |  |
| EQUITY CONTRACTS  *Are your cast and crew employed on Equity-approved contracts? If no, is the production considered professional or non-professional?* |  |
| CHILD PERFORMERS  *Are there any performers under the age of 18 in the production? If yes, please give details on planned child protection procedures* |  |
| EFFECTS  *Are you planning effects, i.e. smoking, haze, pyrotechnics, etc? If yes, please provide details* |  |
| SET & PROPS  *Please provide details on your planned set and props* |  |
| VEHICULAR ACCESS  *Will you require vehicular access and parking?* |  |
| REHEARSALS  *Would you require access prior to performances for rehearsals?* |  |
| MARKETING STRATEGY  *Please provide details of your planned marketing strategy, including a budget* |  |
| ANY OTHER INFORMATION |  |