

## Pre Arrival Information: What we need from you

In order to make sure your bump into the theatre is as smooth as is possible, we ask that you send the following information through to the Foundation Theatres staff member listed to us at your earliest convenience.

### Company Information

- **Dressing room allocation:** once completed, please send through your finalised dressing room allocation.
- **Full company lists;** please provide us with a list of all people working at the theatre on the show; Touring company, local crew, orchestra, international and local creatives and producers/management staff.
- **Key contact list:** please provide a list for key contacts that we may need including Executive Producer/General Manager, Company Manager, Stage Manager, Technical Director and Ticketing manager.
- **VIPS and international creatives:** Do you have a large amount of VIP's or creatives attending during pre-production? If so, we will assure that there are areas available for them to work and Wi-Fi in the theatre for tech and previews.
- **Wi-Fi:** If you would like Wi-Fi bandwidth increased for your pre-production and/or season.
- **Children/Animals:** Do you have children or animals in the production. If so, how many, and what ages for the children. If you do have children or animals, we will further discuss requirements associated with this.
- **Show key facts:** Please let us know key facts about show including running time, act beginning times, and if it includes any audience warnings, smoke, haze or the like.
- **Phone access:** A list of which phones you would like to access international, local and/or internal calls
- **Hold music:** Please provide two to three songs that we can use for hold music on all phones in the venue for the duration of your run.
- **OnLocation:** Excel with all required company information to set your company up in Who's on Location.
- **Foyer Music:** Please provide desired Foyer Music in MP3 or file share link. If not provided, the Head of Patron Services will use generic Foyer Music.
- **Latecomers:** Please let us know if there is a lock out period, and any instructions you would like FOH to have on late-comers procedure.
- **Photography policy:** If the production has any specific rules or guidelines around filming and photography Please send to Amy Dove – [adove@foundationtheatres.com.au](mailto:adove@foundationtheatres.com.au)

### Technical

- **Bump in schedules:** When ready, please ensure we have a copy of the most up to date, detailed bump in schedules and trucking schedules.
- **Risk assessment:** Please provide us with a copy of your Show Specific Risk Assessment, and Material Safety Data Sheets.
- **Special effects:** Please let us know if your show includes firearms, pyrotechnics, or similar.
- **Test certificates:** Please provide copy of test certificates for any chain motors or rigging equipment.
- **Insurances:** Please provide us with a copy of your relevant insurances, including public liability insurance, workers compensation insurance and certificate of currency.

Please send to Geordie Alexander [calexander@foundationtheatres.com.au](mailto:calexander@foundationtheatres.com.au)

### Marketing

- **Cast board:** Please provide all relevant information for cast board as per instructions.
- **Merchandise:** Please let us know who is handling your merchandise, and their proposed bump in times.

Please send to Olivia Butt [obutt@foundationtheatres.com.au](mailto:obutt@foundationtheatres.com.au)