**TEMPLATE FOR VENUE DATA COLLECTION**

[**www.touringvenuescotland.co.uk**](http://www.touringvenuescotland.co.uk)

Please send photos of the venue, ideally an exterior shot and 2 interior shots – one looking to the stage from the back of the hall and one looking from the stage the other way.

Also if a ground plan (sketch or computer drawn) is available showing the complete hall/performing space, with stage and access routes to get equipment into the hall this would be extremely helpful.

 *Many thanks for your help.*

 **General information**

* Full Venue address, including post code of venue
* Venue website and any contact phone number at venue (if applicable).
* Location of venue (brief description) i.e. on main A or B road or near any landmarks in town/village.
* Is there a car park at venue or where can patrons park cars i.e. on-street, nearby car park etc.
* When was the venue built? If unknown then approximate age.
* Capacity of venue. This should be either if show is performed on any existing stage, or if the show is set-up in the main floor space approximately how may can be seated.

Is there a balcony and if so is the seating fixed and how many seats in this location.

Are the chairs fixed or stacking loose chairs, interlocking, plastic or padded?

* What services or facilities exist in the village/town?

Knowledge of hotels, pubs, cafes, general stores/mini-markets, banks, cashpoints, petrol stations all useful or where the nearest of these are and how far away (miles).

**Hall Details**

***Hall Dimensions:***

* Length and width of hall from end wall to stage, and side to side.
* Height of roof at side walls
* Height of roof at centre (if apex roof) or over centre if flat (approximate measurement is fine if roof is high)
* Any roof trusses or other obstructions affecting height, and how high the lowest part of these are.

***Stage Dimensions:***

* If there is a stage what is the width (between the proscenium opening or just width if flat platform stage)?
* How high is the proscenium opening or height above the stage to any obstructions i.e. lighting bars or curtain tracks or the ceiling of the hall?
* How deep is the stage (from front edge to back wall or back drapes, and mention of these if they exist)?
* How high is the stage above hall floor level and is it level or on a gradient (raked)?
* Does the stage have any wing space (areas left and right of the stage performing area i.e. off-stage). What is the width of these to any side wall?
* Is it possible to cross from one side of the stage to the other (Crossover) either behind back drapes or via a rear corridor so the audience cannot see you?
* Does the stage have any access steps (treads) either permanent or portable, and how many steps? Where are these located?
* Does the venue have any portable staging? If so how many units and dimensions of these plus height they assembled at?

**Décor description:**

* Floor - is it polished wood, laminate, bare wood or other and colour, and are there any sports markings on it i.e. Badminton Court?
* Walls - colour or style and is this different between lower and upper walls?
* Roof - colour
* Window curtains - colours (if these exist)
* Colour of any front of stage curtains (FOH tabs)

 **Access/Get-in route:**

* What is the best route to get scenery and equipment to the performing area? Where is the access door for this and are there vehicle parking restrictions? List any ramps, steps (and numbers of), how many doors and are these single or double doors. Also any right angle turns.
* Width of narrowest doors and approx distance from van parking area to the performing area in metres i.e.15M, 20M, 30M

**Other Info:**

* What are the acoustics of the venue like i.e. clear, slightly reverberant (echo), slightly deadened etc.
* Does the venue have a full blackout, partial or no blackout?

If windows have curtains are these lined to give reasonable blackout, or un-lined allowing some stray light to be noticeable?

* Is the heating by red-glow heaters or radiators, underfloor, or wall-mounted panel heaters?
* Is there a piano (upright or grand) or any electric piano?
* Does the venue have smoke detectors in the performing area (these can affect use of smoke or haze machines)?

Is it possible to isolate these during a performance?

* Is there any access equipment available e.g. ladders, scaffold towers or other? If so are these small or large A-frame steps, extending ladders or 3-part Zarges style A-frame ladder with extension?

**Technical**

* Power supply to venue.

If it is possible to determine this i.e. is it 100amp 3-phase, 60 amp 3-phase or single phase.

Are there any blue or red cee-form style sockets and are these 63 amp, 32amp or 16amp and where is any of this located in venue?

Are there plenty of 13amp sockets or are these limited in the space?

* Is there any stage lighting equipment? If so a brief rundown of available lanterns (1.2kW, 1kw, 650w, 500w) and are they profile spots, fresnels, floods or Par Cans. Are there any LED lights and brief description if so? What is the lighting control (brand name) and are there any dimmer racks and if so how many channels?

Are there any overhead lighting bars or side lighting perches?

* Is there any sound (P.A.) equipment? If so a brief description listing mixer (brand name) and how many channels, amplifiers and any effects racks, speakers and location, any microphones, DI boxes, CD or minidisc players and anything else.

Is the system permanently installed or portable?

* Venue houselights – are these switched or dimmable?

Also what are they e.g. fluorescent strip-lights, wall lights, hanging pendants, LED or sodium work-lights?

**Backstage**

* Are there any dressing rooms or rooms that can be used for changing in? Where are these?
* Does the venue have a kitchen available? Does the venue have a café or bar facilities and if so does this need to be organised?
* Are there any separate toilets (to the public ones) for performers to use backstage or near changing rooms?