

Table Guide to check if a Production Meeting is required for your booking

Use	Performance Hall & Black Box			
	Control Room	Technical Crew	Front-of-House	Production Meeting Required? However, if the projector or in-house sound system is needed, a technical crew <u>will be</u> deployed.
Practice	✗	✗	✗	✗
Rehearsal	✓	✓	?	✓
Performance/ Event	✓	✓	✓	✓

Breakdown of Facilities needed for your booking

Control Room Utilized

Use	Door Access	Aircon	Projector	Lights	Sounds (microphones, speakers, music)	Technical Crew	Camera	Cleaners	Front-of-House (Ushers, Event Organisers and Crew)
Practice	✓	✓	?	✓ House Lights	✓ Portable sounds speakers/ microphones?	✗	✓ Portable camera for video recording?	✗	✗
Rehearsal	✓	✓	?	✓ Lighting system deployed	✓ Sound system deployed	✓	✓ Portable camera for video recording?	✗	?
Performance/ Event	✓	✓	?	✓ Lighting system deployed	✓ Sound system deployed	✓	✓ Videocamera & Videographer needed?	✓	✓

Technical manpower must be deployed, and our Technical Manager, Shafei, **must be notified** whenever the Control Room is operated.