



Covid -19 Technical and Production Method Statement and Risk Assessments

05/10/2020

In response to the Covid -19 Pandemic The Everyman Cork Technical Department has made various changes to its standard operating procedures.

Please read the following carefully

The visiting Company must return a full tech spec, schedule, Method Statement and Risk Assessment for the show at least 4 weeks prior to get in.

The company's schedule must take into account the theatre's new Covid technical protocols and cleaning arrangements:

- On arrival the touring company must sign in and attend the Covid induction before work can commence.
- Handwashing/sanitizing will be required at the start and end of the day and at the start and end of all breaks (including coffee and smoking/vaping breaks). In addition, hands must be washed/sanitized every 45 minutes.
- No tools, tape etc should be shared.
- Masks to be worn throughout get in.
- The get in is one way only – in through get in doors out through fire escape.
- Where possible Touring equipment should be handled by touring crew and house equipment by The Everyman crew.
- The Visiting company must not enter the public areas or offices or the workshop.
- During the fit-up cast and crew are required to only use the 'back bar' toilets.
- Rubbish and recycling must be placed into the bins on either side of stage.
- The Everyman crew members will, where possible, be assigned to one area (LX, sound or set) Multitasking should be avoided.
- Access to Fly floor, Loading Gallery Dimmer floor and FOH Bridge to be restricted to The Everyman Staff.
- The Lighting and Sound desks and SM desk should only be operated by the same technician.
- Any coms sets required by the company must not be shared and coms requirements must be made to the TM 3 weeks before arrival.
- The Fit up must end and all cast and crew vacate the space 2hrs before doors open.
- Doors will open 1hr before the performance to reduce queuing.

Copies of all company members' Return to Work forms must be sent to TM prior to arrival.

Technical Information

Proscenium Stage

Please note that a fire curtain is in operation in this venue – no immovable set pieces are to be placed beneath it

Pros. Height: 20'1" / 6121mm

Pros. Width: 25' / 7620mm

Height to grid: 43' / 13106mm

SL wing width: 16' / 4877mm

SR wing width: 15'6" / 4724mm

Total stage width: 56'6" / 17221mm

Depth of stage to fire curtain: 19'6" / 5944mm

Depth of stage to centre of forestage: 26'6" / 8077mm

Height of stage from pit floor: 3' / 914mm

Stage Dressing

1 x set house tabs (Red)

3 x sets of black legs

3 x 2m borders

1 x full black

1 x cyc

1 x black gauze

Lighting

ETC Ion c/w 40 channel fader-wing

86 x 2.5 dimmers

6 x 5kw dimmers

Lanterns

18 x Source 4 zooms (15°-30°)

5 x Source 4 zooms (25° - 50°)

5 x Source 4 26°

2 x Source 4 19°

18 x Source 4 fresnels

6 x Cantata fresnels 1K

2 x Quartet fresnels 650w

25 x Par64

6 x Selecon Lui floods

15 x Chauvet ColorRado 1 Tri-7 Tour (These are permanently rigged - 5 on each of LX1, LX2 and LX3)

Please contact the technical department one week prior to arrival to confirm availability of lanterns.

Due to the busy nature of the stage and the high turnover of shows the Tech Dept cannot guarantee that all equipment will be working for incoming companies get in days.

Circuits

All circuits are single – No paired circuits

FOH Bridge (Over balcony): 24 circuits

Perches: 6 circuits (3 per side)

LX 1: 12 circuits

LX2: 12 circuits

LX3: 12 circuits

LX4: 6 circuits

Stage Dips: 18 circuits

Sound

Please note the PA cannot be moved under any circumstances

Desk:

Yamaha LS9- 39 channel mixer - situated at the rear of auditorium

FOH:

4 x d&b Q7 Mid top

2 x d&b Q Subs

3 x d&b D6 Amplifiers

Monitors:

6 x d&b Max 12 Monitor wedges

3 x Yamaha P5000S Amplifiers

8 x K&M tall boom mic stands

6 x K&M short mic stands

32/16 multicore

AV Equipment

JVC GY-HM250E Camera x 5

Sachtler ACE Tripod x 5

BM ATEM Mini Pro ISO switcher x 2

BM HDMI to SDI Convertor x 5

BM SDI to HDMI Convertor x 5

HDMI 2 way Splitter x 1

HDMI 4 way Splitter x 1

SDI cable (40m +/-) x 5

64gb Class 3 SD Card x 8

Panasonic PT-MZ16K Projector

Panasonic ET-EMS600 Zoom Lens

Stage Management

Desk stage right

Monitor – camera at front of balcony

ASL communication system to Control room, sound desk and fly floor

3-way q-light system

Intercom to dressing rooms

Dressing Rooms

1 for approx. 12 people

1 for approx. 20 people

1 x shower and 2 toilets available in dressing room area

1 x Green Room with Washing machine, fridge, microwave, ironing board and iron

Additional Technical Information

Flat stage floor – Solid timber with MDF sheeting

Get-in at street-level with ramp to stage left

A loading bay is situated in front of the building however we cannot guarantee parking will be available

Crossover behind back wall

Raked auditorium, Orchestra Pit flat

8 x 8'x4' Litedeck risers

10 x counterweight flying bars

- WLL 250kg across bars, 3 pick-up points, 40kg per pick up point.
- Length: 10,000mm with 750mm extensions available.
- 12730mm to floor when gridded

4 x motorised prewired LX bars

- LX1: 31'7" / 9627mm
- LX2: 31'6" / 9601mm
- LX3: 39'5" / 12014mm
- LX4: 37'7" / 11455mm

FOH advance bar located above balcony, 10m long

The proscenium has triangular mouldings on each side of top edge: 1660mm wide x 2000mm deep

House Rules

The Technical Manager must be notified by email no later than 3 weeks prior to arrival at the theatre regarding get in times, crew calls, schedules, and technical requirements.

(technicalmanager@everymancork.com)

Risk Assessments for the fit up and performances must be sent to the Technical Manager and/or the Production Manager at least 1 week prior to arrival.

Naked flame of any kind will not be allowed on stage without the express permission of the Technical or Production Manager.

The pre-recorded emergency announcement is played before each performance.

All Crews working on shows must be experienced and competent.

Companies must comply with all current employment and safety legislation.

The Everyman's Show call (excepting opening night) will be from 6pm – If an earlier call is required it must be agreed with the Technical Manager no later than the previous day and may incur a charge.

The Everyman Show call crew consists of 1 lighting tech and 1 stagehand, we do not provide a sound engineer.

No member of any visiting company will be permitted on stage without a member of The Everyman technical staff being on site.

Companies must comply with The Everyman's Safety Statement as well as requests by the Technical Manager and Production Manager

The Technical Manager and Production Manager have final say on health and safety issues relevant to stage and auditorium.

A charge will be levied for the disposal of anything left behind after the get out.

Companies presenting work for children or young people must forward a copy of their Child Protection Policy and Procedures to The Everyman's Executive Director sean@everymancork.com no later than 2 weeks prior to get-in.

Companies presenting work with live animals must forward a copy of their Animal Welfare Policy and Procedures to The Everyman's Executive Director sean@everymancork.com no later than 2 weeks prior to get-in.

A 1' / 30mm banning order exists on protected parts of the building e.g. boxes and proscenium arch.

The PA cannot be moved under any circumstances.

No eating or drinking is allowed at the lighting or sound desks.

Contact Details:

Technical Manager: Mark Donovan | Email: technicalmanager@everymancork.com

Production Manager: Ian Brown | Email: productionmanager@everymancork.com