



VISITING COMPANY CHECKLIST

Production		Date(s) of Show	
Production contact for Health & Safety		Contact Number	
Arrival Date		Arrival Time	

Please Provide the following information to the Venue Technician (Please answer Y, N or N/A)		
1	Details of all Special Risks to include smoking, naked flames, pyrotechnics, haze, lasers weapons & firearms	
2	Confirmation of any flame retardant treatments applied to any elements of the production	
3	Confirmation of any taped glass on stage	
4	Do you require use of the metro deck staging?	
5	If Yes to 4, do you have enough people to move it (minimum 2 able bodied people per section)?	
6	Has your lighting designer provided design details?	
7	Do you require the use of the White Kemble Upright Piano?	

Further Information

Please answer the following questions to help us to comply with Health & Safety management within the Venue (Please answer Y, N or N/A)		
8	Are any manual handling/access problems anticipated during the In & Out? (If yes, please provide details below)	
9	Has all portable electrical equipment been PAT tested?	
10	Does audience participation feature in this production? (If yes, please provide details below)	
11	Have you received / downloaded* a copy of the Technical Specifications Pack that includes the House Rules?	
12	Has the above pack been passed on to everyone participating in the production?	

Anticipated problems with manual handling/access (to be completed by Visiting Company)

Audience Participation (to be completed by Visiting Company)

Signed for Visiting Company/Promoter	Print Name	Position	Date

Signed for Venue	Print Name	Position	Date

PLEASE NOTE THAT THE LOCAL LICENSING AUTHORITY MAY REQUIRE A DEMONSTRATION OF ANY SPECIAL RISKS PRIOR TO LICENSING THE SHOW
 *Technical downloads available at www.livenation.co.uk/ofc

<p>Guidelines for Student Shows: It is essential that Production Meetings are held to ensure exchange of Health & Safety information. Documentation of these meetings must be retained by the venue to enable inspection by appropriate parties at a later date.</p>
--