

Check List for choosing a site/location



The Brief

What is the vision for the show ?

What is required from the location?

Is there a design vision?

What is the target audience capacity?

What is the demographic of the audience?

Size of company

Make up of company

Time of year

Is the plan to rehearse locally ?

Are there rehearsal facilities nearby?

Any particular requirements -

Venue/Site

What is it?

Will you have exclusive use of it?

Who else uses the site?

What happens there during the day?

What happens there during the night?

Is there access for production vehicles?

Are there length, height and weight restrictions for vehicles?

Does it have a post code (for deliveries)?

if it is a non urban setting is there more than one route in to it?

How will the show affect other users of the site?

Does the site share anything with the neighbours?

How will the show affect the neighbours?

Storage

Site

Is it a working farm?

Is it a public space?

Any wildlife issues:

Bats and Newts require protection
Rats and other vermin present hazards

Can the trees be used?

How muddy does it get?

What vehicles will be needed for access?

Will tracway be needed?

Need to control pollutants?

Other restrictions on the site?

Building/site construction and make up

Floor/ground type

General condition of the building

General condition of surroundings

Possibility of hazardous materials/pollutants

Layout

Number of floors

Topography of site,

Potential for creating an exclusive backstage

Entrances and Exits

Emergency and Evacuation

Is there a fire system installed?

Sufficient fire extinguishers?

Is there sufficient emergency lighting?

Assembly points

Building's Capacity

Can the floors handle the loads?

Is there the capacity to rig?

Security

Is there a system in place?

Can the site be secured?

Power

Is there power on site?

How much power?

Where is the power located?

Does anybody else use the power on this supply?

Can additional power be installed/brought in?

Generators

Where can they be installed?

can they be secured?

Can fuel be stored there?

Consider the cable routes

Can more than one generator be used?

Water

Is there mains water - is it safe?

Is there mains sewerage?

if not what options are there?

Welfare

Toilet facilities for company

Toilet facilities for audience

Backstage

Dressing Rooms

Green room, welfare rooms

Wardrobe

Company Office

Heating

Is there heating?

Is it sufficient?

Is the heating system noisy?

is there airconditioning?

Is the airconditioning noisy?

Vehicle access

is there parking on site or nearby?

Are there suitable locations for disabled parking?

Access

What facilities are in place?

Can the site be made DDA compliant?

Is the site flat?

Other information

Is there a licence in place and what are its conditions?

Will a change of use need to be applied for?

Are there plans available?

Are there any other restrictions in place?

What is mobile coverage like?

is there public transport nearby

What are the times of the last bus/train

Local Authorities

Contracts

IMPORTANT Working outside theatres means that you are in other peoples spaces.
Make them want you to come back, or indeed think about visiting a theatre.
We are representative not just of our own companies but of the industry.

Just as we do not change the structure of a theatre so we should not change the venue or site that we use - we should just leave memories and photos but should leave no other mark.

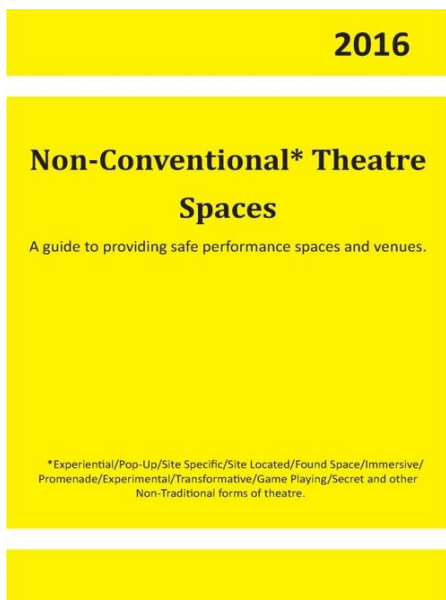
Local Resources

Accommodation

Food

Builders merchants

Electrical wholesalers



<https://www.thepurpleguide.co.uk/>

