UNISON FESTIVAL UNISON 2018

Performance Tech Information Entry

PURPOSE

You enter tech requirements into Integra Planner so the stage technicians will know what you need for your performance in terms of lighting, sound, and staging.

You can enter general tech information for your set as a whole and specific information for each song in your set.

GETTING STARTED

1. Go to your **Administrator Dashboard** (login required)
2. Scroll down to where your Concert Block is listed.

Program	Performance information
This button takes you to a list of your program elements. Click on a song or other program element to view or update the technical information for that element.	This button takes you to general information for your set as a show.

GENERAL TECH INFORMATION

Information to provide:

- Will you have a sign language interpreter? (check box if yes)
- General technical requests for your whole set, including singer mobility requirements.
- If you need specific instruments that you are not bringing with you (e.g. guitar), please indicate that here. (Note: This is not the same as needing to hire a musician.)
- If you would like to have the same lighting for your whole set, indicate your lighting selection here (choose from the pre-set lighting options: Bella Lighting Options).
- If your choir will be in the same location on stage for your whole set, indicate that here.

SONG-SPECIFIC TECH INFORMATION

Information to provide:

- General information
  - Will you have choreography or props for the song? Provide a brief description.
  - Indicate whether the song is conducted and whether you will be using sheet music.

- Instrumentation and microphones
  - Will you be using a piano for the song? Check the box, if yes.
  - Indicate any other instruments that will be accompanying the song.
  - Describe the microphone requirements for soloists or speakers, if applicable.
  - Note: There will be no overhead mics in the Bella Concert Hall for the Festival concerts. The natural acoustics of the hall are perfect for choral performances.

- Other tech information
  - Indicate which lighting option you would like for the song (choose from the pre-set lighting options: Bella Lighting Options).
  - Indicate what part(s) of the stage you will be using during the song. If your choir will be in the same place for your entire set, leave this field blank and enter the stage area information in the general tech information field (see above).
  - Add any additional tech notes required.

Tip: If you plan to use a mic for speaking between songs, be sure to enter the speech as a program element, so the theatre technicians will know to prepare for it.

STAGE DIAGRAM

Please attach an annotated copy of the Bella Concert Hall stage diagram to the first song in your set. (Scroll down to the File Attachments section at the bottom of the song information page.)

1. Print a copy of the Bella Concert Hall stage diagram from the Unison Festival website.
2. Mark where your choir will stand on stage, where your musicians will be located, and where you would like mics to be placed.
3. Scan the diagram and attach it to the first song in your set.