

PERFORMING ARTS FORUM

TOURING

// GLOSSARY OF TERMS

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Short glossary of terms for a touring context

Access (height)	Equipment used for working at height.	Should only be used by competent persons. Equipment should be well maintained and fit for purpose
Access (to venue)	Entrance and exit to the stage usually through scene dock door	Venue access needs to be checked in advance-there may be stairs, right angle turns, narrow doors and other obstacles. Should check that all set pieces will fit in and the travel distance from the truck to the stage
Accommodation	Where cast and crew stay	Usually arranged by the company. Technicians need to be near the venue and arrangement should be made for very late arrival/ early starts
Cans	Backstage communication system for calls. (Also short for Parcan)	If your show requires cans, you should check that the venue has the requisite number as you may have to hire in
Cue to cue	Running the show cues prior to the performance	This is usually the only opportunity for technicians and performers to run the show, especially if time is tight (on a one day fit up for example)
Fire cert	Certificate to prove that all elements of the set have been treated with flame retardant such as Flamex	Should be sent to the venue technical manager in advance of the technical crew arrival
Fixed grid	Bars which do not fly in	You will need to take the extra rigging time & crew required into account if the venue has a fixed grid
Flying	Systems for bringing bars in and out. For lighting and set.	Important to know what system the venue has as visiting companies will need a house tech to fly in bars. A fixed grid means no flying system
Get in	Move set, costume, props, lighting and sound equipment from the truck to the stage area.	Visiting companies need to confirm with the venue technical manager the time of the get in, crew available and access.
Focus	Aiming the lights at the place onstage the designer wants them to be	Company should ensure that there are sufficient crew for the focus
House rig (also sometimes referred to as "gig rig")	House lighting rig. Already in place and used for shows with no touring lighting technician.	If you do not have a touring technician, you will generally have to use the house rig with sometimes minor adjustments possible
PPE	Personal Protective Equipment	Minimum PPE for a touring company should be Steel toe caps for anyone onstage, Hi Vis , hard hats, protective gloves.
Prerig	Lighting plan rigged by venue in advance of company visit	This will only be provided if there is sufficient notice given complete with lx plan and it is possible around other shows in the venue. Company can provide crew if the fit up schedule is tight.
Per Diem	A daily allowance paid to the members of the touring company while on the road.	It should be paid in advance of going out on the road.

Rake	Angled stage	Important to know if the venue stage is raked especially of there are set pieces on castors.
Recce	Visit to the venue by the production manager , lighting technician and possibly set and sound in advance of the tour	Allows provision to be made for any changes as they can be planned in situ and in advance
Rig	To hang and position all electrical and flown sound equipment	
Safety curtain	Non flammable barrier separating stage and auditorium	If the venue has a safety curtain, the set may not come downstage of it
Schedule (technical)	Outlines the plan for all activities from get in to curtain up	The schedule should be sent in advance to the venue technical manager and should contain times and crew for all areas
Tape	Gafa tape, lx tape ,dance floor tape	Company should tour with their own supply and not expect it to be provided by the venue
Technical rider	Information sent to the venue detailing lighting, sound, staging, crew and dressing room requirements.	Should be sent well in advance of arrival and should be accompanied by photo of the set or model box, ground plan, lx plan and risk assessments
Triangle of pain	Money, Time, Crew	Companies should note that there is only a finite number of hours available to get the show ready for performance. A minimum of two from the triangle are required
Venue specifications	Technical plans and equipment lists of the venue	Required by lighting and set to draw up plans. If they are suspected of not being correct, an advance visit to the venue may be required (see recce)
Wings	Offstage left and right	Important to check wingspace in advance, especially if there is side lighting , multiple prop tables, requirement for quick changes, scene changes or a large cast
Worklights	Backstage lights to assist movement by actors and crew	Company should bring some backstage lighting as the venue may not have sufficient