



Per CAO-

To be filled out by the Coordinator for Theatre and
Facilities Management.

TECHNICAL BRIEF

This document provides a brief description of the project and its technical requirements. This will contain only the **additional** requirements not provided in the venue. All the production that will require additional requirement from external rental company should be coursed through the Theatre and Facilities Management Coordinator for approval. CAO will provide a list of accredited external rental companies and CAO groups should only transact with those listed.

CAO GROUP

EVENT TITLE

EVENT DATE(S)

EVENT VENUE

DATE OF LAUNCH

SOUND SYSTEM Do you need additional microphones, speaker or instruments for your production?

LIGHTING Do you need additional or special lighting for your production?

AVP Multi media projector (how many ansi lumens) / Screen (cyclorama, 9'x12' wooden frame projector screen, 8'x6' rear projector screen or would you require special screen / LED screen (for rental only)



SET DESIGN *All set design should be pre-fabricated before the ingress? / Do you need additional platforms / Available panels?*

SAFETY *Would your production require flying performers? / Will there be fire involved in your production? (Cigar, candles, etc.)*

ADDITIONAL INFORMATION/CAVEATS

****The production budget is expected to be attached to this form. Let it be known that upon approval of the Coordinator involved, the budget will be considered final and unchangeable.***

SUBMITTED BY _____ NOTED BY _____
Signature printed name of Production Head / Date *Signature over printed name of Adviser*

DATE / TIME OF CONSULTATION

COORDINATOR'S REMARKS / APPROVAL