

APPENDIX 28 - SOUND TENDER INFORMATION

Note: this includes lighting information. Also you would need to include the Tender information detailed earlier with this letter

Princes Street Easter Play 2007

Requirements for Sound Reinforcement, Outdoor Lighting & Request for Quotation (v.1)



From: Julian Dines (on behalf of the Princes Street Easter Play Trust)

Dates & Times

The play will take place on Saturday 7th April 2007, with a Technical Rehearsal the day before on Friday 6th April. An overview of approximate timings relating to Sound is as follows:

Friday 6th April

- 08:00 Gardens open (uncertain of time, will check!) Sound installation starts. Cross setup starts. Sound Control Sheds delivered & assembly starts.
- 10:00 Sound Control Sheds completed build & ready for use
- 12:00 (approx.) Mic-up Jesus & Sound check – without actors.
- 12:30 Mic-up actors
- 13:00 Technical rehearsal starts.
- 17:30 (approx.) Technical rehearsal ends. Sound strip-down starts.
- 20:00 (approx.) Gardens close – uncertain of time, will check!

Saturday 7th April

- 08:00 Gardens open (uncertain of time, will check!) Sound re-installation starts.
- 08:30 Mic-up Jesus
- 09:00 Mic-up actors
- 09:30 Dress rehearsal starts.
- 12:00 Dress rehearsal ends.
- 12:30 Lunch starts – free for people involved in the Play.
- 13:30 Lunch ends.
- 14:15 (approx.) Background / incidental music starts.
- 14:30 Performance starts.
- 17:00 (approx.) Performance ends. Background / incidental music starts.
- 17:15 (approx.) Background / incidental music ends. Sound strip-down starts.
- 20:00 (approx.) Gardens close – uncertain of time, will check!

Location

West Princes Street Gardens – see separate plan for detailed location information.

Photos of Acting Areas

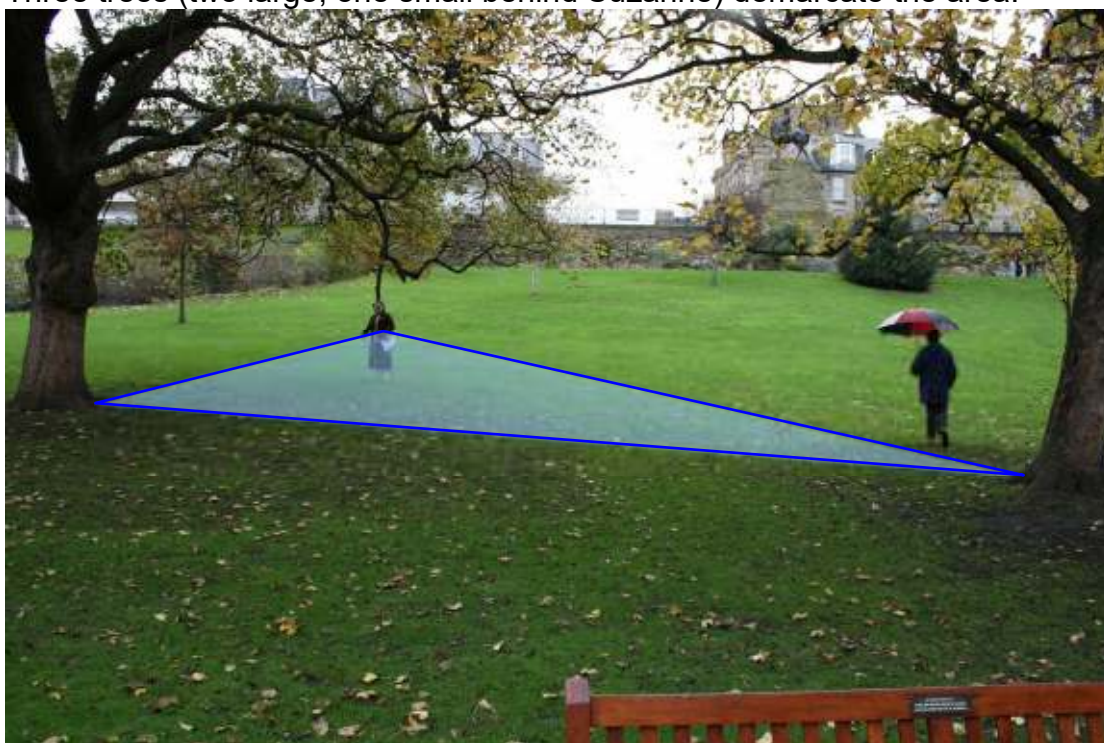
Acting Area 1 (approx. 40 mins) – various scenes:

Width between two trees (one large and one small), and about half way back in depth.



Acting Area 2 (approx. 8 mins) – last supper:

Three trees (two large, one small behind Suzanne) demarcate the area.



Acting Area 3 (approx. 6 mins) – garden of Gethsemane:

Three trees (back one is most distant of cluster) plus edge of rear path demarcate the area.



Acting Area 4 (approx. 5 mins) – court of Sanhedrin (Priests):

Flat path, immediately in front of shelter.



Acting Area 5 – option a (approx. 10 mins) – trial by Pilot:

(Sound Effects: Flogging & cock-crowing – both already exist on mini-disc and/or CD.)
Either, on low raised platform (hidden behind front wall), immediately in front of memorial plaque...



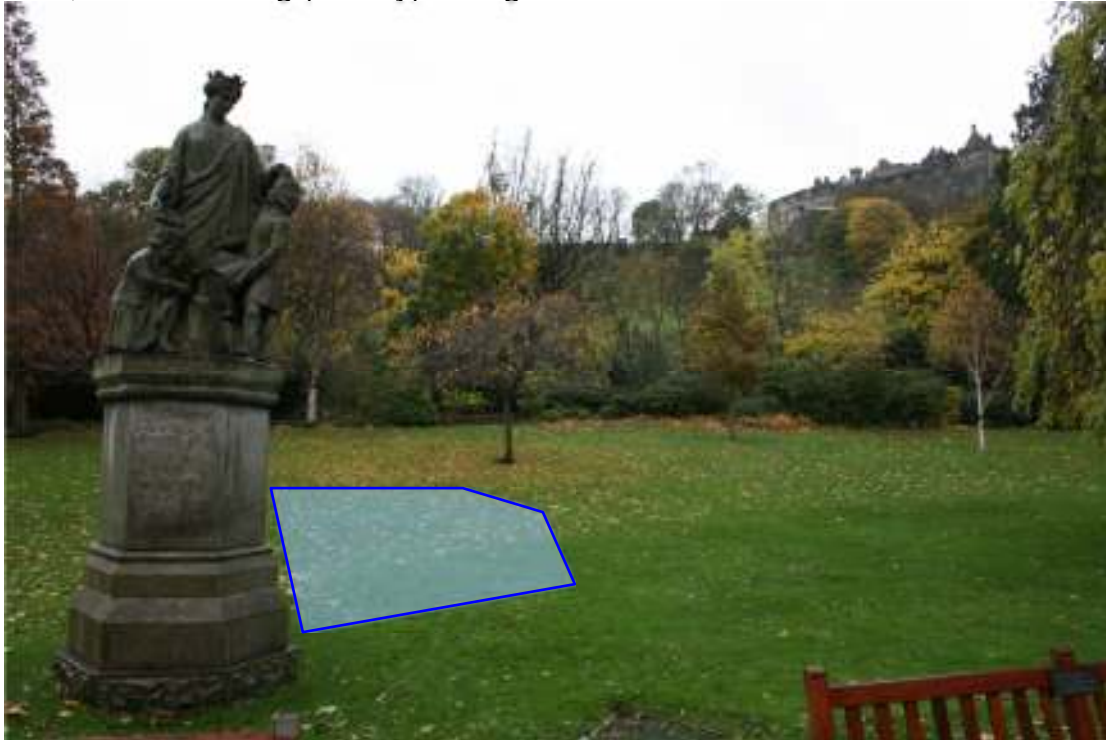
Acting Area 5 – option b (time as above):

...or, on raised platform (about 1ft higher than path) jutting out from between “pillars” onto grass.



Acting Area 7 (approx. 18 mins for 6, 7 & 8 together) – crucifixion & tomb:

Area 6 is off to right of photo, around existing (buried) cross-base. Area 7 is just behind and to right of statue. Statue represents “tomb” area, and Jesus talks with Mary in this area, before walking (silently) through crowd to Area 8.



Acting Area 8 (time included above) – resurrection:

Just in front of bush. After having walked (silently) through crowd Jesus makes final speech from here to end the play.



Sound Requirements

General

- Full equipment required for both Friday (Tech Rehearsal) and Saturday (Dress Rehearsal and Performance) – the one exception being walkie-talkies (see appropriate section below)
- All equipment to be suitable for use in the changeable weather conditions which may occur in April.
- We would like to keep the costs down by “leap-frogging” equipment between Acting Areas where possible – but with the minimum of disruption to the audience.
- The final script, mic plot and sound cue-list will be supplied nearer the time.
- A costume will be provided to allow someone from the Sound Company to go on-stage to fix any problems with mics etc during the performance.

Microphones

- All actor/actress mics to be lavalier radio-mics of either clip-on, or flesh-coloured cheek/forehead mounted type. (Most likely Jesus will be the only one with flesh-coloured mic – but exact requirements nearer the time.) All clip-on mics to have wind/pop shields available, if required.
- Total of 12 radio-mics required (and sufficient spares to cover any failures) – supplied with micropore for attachment as required, and batteries.
- Radio-mics will (in most cases) be swapped between actors between scenes. This will be coordinated by Sound Volunteers (provided by the Easter Play) and the actors.
- One (wired) emergency mic to be available at the currently active Sound Control point for use by the Easter Play in the event of an emergency.

Pre-recorded Music & Effects

- Music is to be used at the start and end of every scene, and a couple of sound-effects during scenes.
- Pre-recorded music and detailed sound cue list to be provided by Easter Play in advance
- All music to be supplied on audio CD-R discs and/or mini-discs. Sound Company to copy to most convenient media for use during event
- The current plan is only to have two sound effects, both already exist on pre-recorded mini-disc and/or CD (to be supplied nearer the time) and are used only within Acting Area 5:
 - Cock crowing
 - Sounds of “flogging”

Sound Recording

- A full sound recording of the play is to be made on the Saturday, both during the Dress Rehearsal and the live Performance. This to be made on whatever medium is desired, but recorded onto audio CD-R for supply to the Easter Play within a week of the play.
- The main FoH feed (or equivalent AUX output) is to be sent via radio-transmitter to remote, portable radio-receivers connected to camcorders recording the play.
- The expectation is that two channels will be used for this so as not to interfere between two adjacent sound control points on transitioning between scenes. Either two separate receivers per camera (with suitable cable switching), or a single receiver per camera (with simple channel switching) will be required.
- Each camera will require a local (external) mic for ambient recording on one audio channel, and the radio feed from the sound control point for the other audio channel.
- Two cameras will be operating simultaneously and both will require the above configuration, although the connections may be different as they are likely to be different models of camera.
- All radio transmitters, receivers, external (camera-mounted) mics, wind-shields and cables are required to be supplied by the Sound Company.

Sound Control Points

- The intention is to use 4 “sound control points” during the performance (labelled S1 to S4 on the plan). One (S3) will be *inside* the blacked-out existing shelter (with no line-of-sight to the actors), with the other three being located in 8ft x 6ft sheds (with windows) erected by Easter Play volunteers on Friday morning and taken down Saturday evening.
- A further control point marked “S5” on the plan will be used only to store the lighting equipment for the cross in the days following the play.
- Ideally we would like only 2 sets of control equipment (radio receivers, mixing desk, etc), to keep the costs down, which are then “leap-frogged” during the performance – from the *previous* Area’s control point to the *next* Area’s control point.
- The actual location of the control points is open for negotiation – and if there was any way to reduce the number of control points down from 4 to 3, that would be great! However, the current plan has the following as a starting point:
 - S1 – controls Area 1
 - S2 – controls Areas 2 & 3
 - S3 – controls Areas 4 & 8
 - S4 – controls Areas 5, 6 & 7

Sound Volunteers

- The Easter Play will provide as many Sound Volunteer assistants as requested in advance by the Sound Company. Most of these people are likely to have

some experience of working with sound reinforcement equipment, and some will have helped with previous Princess Street Easter Plays.

- Please specify number of people required, roughly what jobs they will be required to carry out, when they would be needed, and if there are any special requirements (e.g. any specific knowledge, skills or abilities).

Fire Safety

- One fire-extinguisher and one fire-blanket will be provided at each of the Sound Control Points by the Easter Play.
- These will be available for use by the Sound Company or any Marshall (or other person working for the Easter Play) if necessary.
- The fire-extinguisher types will be either CO₂ (preferred option) or dry-powder. If CO₂ is provided, then there will also be a dry-powder extinguisher for S5 for emergency use on the petrol generator.

Security & Insurance

- The Easter Play will insure all sound and lighting equipment and walkie-talkies for Friday and Saturday during the time the gardens are open. However, when equipment is being unloaded, operated, moved etc by the Sound Company themselves it will be assumed to be under their responsibility.
- The Easter Play will also ensure that there is always at least one person (a Marshall) patrolling each Acting Area that has any equipment installed during Friday and Saturday. The Marshalls should be instructed where speakers and other pre-rigged sound equipment is and he/she will then keep an eye out for unauthorised people interfering with the equipment and dissuade them where reasonably possible. The Marshall will always carry on their person a walkie-talkie for communicating back any problems or suspicious activity.
- The Easter Play will also insure cabling left rigged over Friday night. Anything else left overnight is the responsibility of the Sound Company.
- Please let us know the total replacement value of all equipment supplied for the play, for insurance purposes. We will need a breakdown as follows:
 - Cabling left overnight (Friday night)
 - Sound equipment for Friday and Saturday daytime
 - Lighting equipment for the week between the Friday and the following Thursday
 - Walkie-talkies
- We will require a copy of the Sound Company's Public and Employer's Liability Insurance Certificates before the play. Our own insurance states the following: *"In respect of Section 2 (Public Liability) it is warranted that all subcontractors engaged by the insured shall have in force their own public liability insurance with a minimum limit of indemnity of £1,000,000 against any one occurrence and unlimited liability in any one period of insurance."* Please inform us if you have any issues with this.

Parking

- St Cuthbert's car park will have a certain number of spaces allocated for parking for use by the Easter Play. However, these limited places are pre-allocated to the production and set teams and are therefore not available to the Sound Company.
- The drive, off King's Stables Road (just before the railway bridge), will not be used by the Easter Play for parking so may be available for use by the Sound Company. No Easter Play vehicles will park in this area, although access to the gardens is required from here to move set, props etc and also may be required for emergency vehicle access.

Walkie-talkies

- Walkie-talkies are required for communication across the whole area of West Princes Street Gardens. These should not interfere with either the sound reinforcement equipment (i.e. they should be usable during the performance) or other walkie-talkies in the vicinity (e.g. shops on Princes Street).
- If licenses are required for using certain frequency bands, then the Sound Company will be expected to obtain these.
- Three separate channels are anticipated to be used:
 - One channel for general production (e.g. producer, director, stage-manager, etc)
 - A second channel for security (e.g. Stewards, Marshalls, etc)
 - A third channel for the Sound Company and Sound Volunteers
- The number of walkie-talkies required is:
 - 2 – Two separate days, a week or two in advance of the play (dates to be informed nearer the time) for Marshall training
 - 20 – Friday 6th April (all day)
 - 40 – Saturday 7th April (all day)
- The units will be required from first thing in the morning till garden closure on both days.
- The Easter Play will be liable for and will insure these Walkie-talkies, as described under Insurance section above.
- These numbers exclude any use by the Sound Company for their own staff.
- Each walkie-talkie should be provided with external "push-to-talk" mic; belt-pouch; belt; and two (fully-charged) batteries. Recharge stations to recharge all batteries overnight are required – or alternatively for the Sound Company to take all batteries away on Friday and recharge them ready for Saturday morning.

Lighting Requirements

General

- There will be a single cross left up on the grassy hill just over the railway foot-bridge in the South Gardens for 5 nights after the play has finished. The cross will face squarely on to Princes Street – only this face is required to be lit.
- The cross dimensions are (approximately):
 - Overall height: 3.5m (max)
 - Overall width: 2m
 - Upright/cross-bar width: 20-30cm
- On Easter Day the front face of the cross will be covered in flowers.
- Please provide a quotation with lighting hire separated out from sound hire.

Specific Lighting Requirements

- White-light illumination is required for the front-face of the cross (facing Princes Street), bright enough to be clearly visible from Princes Street.
- Dates required:
 - Evening / night of Saturday 7th April to Wednesday 11th April (inclusive)
 - Trial set-up and installation on Friday 6th April during the day.
 - Take-down and removal on Thursday 12th April during the day.
- The Easter Play will provide a 2.5KVA portable generator with standard 110V and 230V Commando outlets. The Sound Company will be expected to provide everything else (lights, cables, weights, etc for outdoor use).
- If installation / removal of the lighting is required each night, this will be done by a team of volunteers – see below.

Storage & nightly setup

- There will be a team (2-5 people) of volunteers who will be on “cross-watch” each of the 5 nights (to ensure no one tries to vandalise the cross etc). They will be available to setup and take-down any equipment required for the cross lighting. Their remit would be:
 - arrive at before dusk
 - Set-up the lights
 - take the generator out of storage (the locked Sound Control Point shed S5)
 - fill the generator with petrol
 - Cable up to the lights
 - turn-on lights at dusk
 - keep watch over cross and kit
 - switch off lights just before midnight
 - *if necessary* leave lights to cool (need to know how long)

- un-cable lights
- store lights, cable and generator in shed and lock-up
- Please let us know what set-up (lights, cabling etc) would actually be required each night, and what cooling period (if any) before removal is necessary?
- We are assuming all equipment supplied will be fully water-proof and can be run whatever the weather.

Security & Insurance

- We will provide a dry-powder fire-extinguisher and fire-blanket in case of fire.
- When the “cross-watch” crew are not on-site all equipment specified by the Sound Company for storage will be kept in a locked shed in the South Gardens.
- Please provide a valuation of all lighting equipment left on-site – we will insure all equipment from Saturday after the Sound Company leaves the site till Thursday when you collect the equipment again.
- Our liability insurance does not cover us for anyone working over 3m above the ground. Therefore, please ensure that whatever set-up the cross-watch volunteers need to complete each night is below with level – but still in keeping with CAA approval (see below).

Civil Aviation Authority (CAA)

- We have been informed that if the lights are “bright” and point “too vertical” without a suitable “backstop” we may have to get Civil Aviation Authority approval for their use.
- Please let us know if you believe this to be an issue, and what lighting configuration you intend to use (mounting height if off the ground, direction etc) to ensure compliance.