

## DUE DATES FOR JOYCE TECH PACKET FORMS

<b>DUE 4 WEEKS BEFORE LOAD-IN</b>		
<b>Forms/Information Needed:</b>	<b>Description</b>	<b>Sent:</b>
Crew Needs	Notification of any elements that will require additional stagehands (ie: followspots, scenery, sound, video, etc.).	
Flame Proof Certificate(s)	Copy of Flame Proof Certificate(s) or Letter stating all Company Sets/Props/Soft Goods are Flame Proof.	
Light Plot	Joyce Rep Plot in Vectorworks returned with Company plot information entered into it, plus a Lightwright file.	
Lighting Forms	Boom Color Change Sheet Low (for each piece) Boom Color Change Sheet All (for each piece) Group Assignments Sheet Magic Sheet	
Lineset Schedule	Indicating any adds to the Joyce Theater rep hanging plot.	
Sound Board Operation Letter	Letter of permission for Company to operate Joyce Sound console.	
Open Flame Permit Request	Notification of intent to apply for Open Flame Permit	
Piano Seat Sheet	Piano Seat Information Sheet	
Piece by Piece Sheets for all pieces/programs	Listing: titles, run order, approximate run times, electric and scenic elements, etc.	
Technical Schedule	Complete with any Photo Call, rehearsal, and company class needs for the entire length of your engagement.	

<b>DUE 2 WEEKS BEFORE LOAD-IN</b>		
<b>Forms/Information Needed:</b>	<b>Description</b>	<b>Sent:</b>
Backstage List	List of all persons associated with the Company allowed in the building, including performers, staff, designers, etc.	
Access Card List	List of Company members who will need to have a Backstage Access Card.	
Dressing Room Assignments	Listed by dressing room.	
Equipment List	List of ALL equipment AND CASES you plan to bring to The Joyce Theater. Please include case measurements to allow preparation for storage — Remember storage is very limited.	
Video Tape Agreement/Schedule	List of dates you wish to record your company's performance(s) in accordance with Joyce guidelines — form sent to you with your License Agreement.	

<b>DUE AT LOAD-IN</b>		
Flame Proof Certificate(s)	Original Flame Proof Certificate(s) for all Company Sets/Props/Soft Goods.	