



**TECHNICAL SPECIFICATIONS**  
**Checkpoint**

3 Bristo Place  
EH1 1EY



[www.assemblyfestival.com](http://www.assemblyfestival.com)

**Assembly Festival Ltd.**  
**Technical Specifications - Assembly Checkpoint**

**SEATING**

Checkpoint is an end on theatre space with a curved auditorium comprising of 216 seats on the floor which may be configured to have up to 40 seats at cabaret tables and 176 seats in rows. It has an additional 31 seats in the upper gallery.

**THE STAGE**

The performance area is a 5.5m wide x 5.5m deep corner stage with a curved edge covered in black dance floor. The stage is at 600mm height. There is no crossover available. It is not permissible to screw into the venue floors or walls.

**MASKING**

Star cloth at the rear of stage. Masked access to the stage from the bar stage right. No wing area and no crossover.

**SUSPENSION**

A ground support truss supports a number of fixed lighting bars. It may be possible to hang lightweight items of scenery from the grid on single lines at the discretion of the Technical Manager. Clearance height below the upstage truss grid is approx 5.4m. There are no flying facilities. There is one fixed rigging point from which items of scenery or circus rigging may be hung from the structure on single lines at the discretion of the Technical Manager.

**LIGHTING**

The lighting control position is located in the balcony to stage right. It will not be possible for one person to operate lighting and sound.

CONTROL: GrandMA 2 PC Command Wing

DIMMERS: 18 x 10Amp

POWER SUPPLY MAXIMUM LOAD: 20kW

FIXED RIG MOVING LIGHTS: 4 x Clay Paky A.leda B-EYE K10 (free to use), 5 x MAC 101 and 2 x Clay Paky 700 spot no shuttering (Available to Hire at an additional cost)

FIXED RIG PERIPHERALS: 1 x Mirror ball and 2 x Pin spots (Available to Hire at an additional cost)

A hazer and a smoke machine are available for hire at an additional cost.

A good general cover of warm and cool backlight over the performance area is provided. Due to the limitations of the FOH area there is only an open white wash available. 4 x Clay Paky A.leda B-EYE K10 LED Wash lights provide coloured backlight on stage.

There are 4 x Mac 101 LED Wash Lights on the truss legs at approx. 3m from floor level. 1 x Mac 101 LED wash is positioned FOH that can be used as a special. There are also 2x 700 spots available as specials and/or effects on stage. All of these lights are available for hire at an additional cost.

The position and focus of the generic lanterns may not be changed, however they may be coloured for your show, provided this is possible within your set-up and strike time.

Additional lanterns can be rigged as company specials but must come from the stock of Assembly Theatre's supplier. These units will be charged as an additional cost.

Blackout on stage is acceptable; however, absolute blackout is not possible due to emergency lighting regulations.

**We do not allow companies to bring their own lights.**

For the most up to date plans and technical specifications, please liaise with the Head of Lighting in the lead up to the festival. Please note these specifications are subject to change.

## **SOUND**

The control position is located at the rear of the auditorium under the balcony. It will not be possible for one person to operate lighting and sound.

**We do not allow companies to bring their own sound equipment.**

System : L-Acoustics L&R Line array system with subs and fills – plans available on request.

Monitors: 4 x floor monitors are available

FOH Desk: Yamaha CL3 Digital Console with on board processing and effects

FOH Playback 1: 1 x QLab playback system

FOH Playback 2: 1 x 3.5mm Jack input

The basic rig also includes 4 wired dynamic SM58 microphones and 4 DI boxes. For information and costs for radio microphones please contact the Head of Sound.

Additional microphones, other sound equipment and backline equipment is available for hire. This equipment is provided by Assembly Festival's supplier and will be charged as an additional cost – details on request.

All sound equipment must be agreed in advance with the Head of Sound or the Technical Manager.

## **DRESSING ROOM**

There are two dressing rooms shared by all companies performing at Checkpoint, these are located upstairs from the venue. Tables, chairs and mirrors are provided for communal use. The management cannot accept responsibility for the security of any items left in the dressing room. You will have access to the storage and dressing room 40 minutes before and for 20 minutes after your performance each day.

## **STORAGE**

Backstage storage is extremely limited and there is no capacity to store large items of set. Any set or props will be stored on the balcony up a set of stairs. We recommend that companies keep their scenery/props requirements to an absolute minimum. Small items of scenery and props may be stored in the dressing room at the discretion of the Technical Manager. It is not possible to provide storage space in other parts of the building. It is worth ensuring that your set is light yet durable enough to withstand daily dismantling.

**ALL SET ITEMS ARE REQUIRED TO EASILY PASS THROUGH A STANDARD DOOR 90cm wide x 2m high.**

## **ACCESS**

Checkpoint: 3 Bristo Place, Edinburgh EH1 1EY

Load in and access is through a standard double door and up a flight of stairs. The venue is on the first floor with access from the street by way of a staircase. Please check before attempting to bring large pieces of scenery - they may not fit through the doors. Access to the stage is from a masked entrance stage right or from the auditorium. There is one audience entrances/exit at the rear of the auditorium. There are two additional emergency exits near to the bar. Please note that emergency exits must be kept clear.

## **STAFF**

The theatre personnel work on a rotational basis. The duty rota comprises of one technical stage manager, one lighting technician and one sound technician. If the visiting Company requires additional staff to assist with the turn around, or the use of casual crew during the load in or load out, this can be arranged at additional cost. If the venue technical staff are only required for lights up /lights down (one cue to bring the house to a performance state and mic live and then one cue to bring the house back to exit state) during the performance this is included in the venue rental charges.

Basic operation of your show (a couple of simple cues) will incur a show call charge of £10 per performance plus VAT. More complex operating (that requires rehearsal) will incur a show call charge of £25 per performance plus VAT.

## NOTES

Any additional staff or items of equipment, which the management are requested to provide, will be charged to the visiting company.

Any practical electrical equipment you wish to use should have a current PAT certificate and be cleared with us. We reserve the right to refuse the use of any equipment which is deemed unsafe.

Each company is assigned a get-in/rehearsal time prior to their first performance. This is the time for you to load your set and props into the venue and for you to re-tech your show. You will also need to allow sufficient time to rehearse your daily turnaround and set storage. Please note that your slot time must include get-in and get-out time.

This rehearsal can be scheduled as early as the Saturday before your first performance. The company must be able to attend rehearsals at any time from the Saturday morning onwards.

**Please note that, due to the Scottish Executive regulations, smoking is not permitted in any venues, including the use of herbal cigarettes. Only electronic cigarettes may be used.**

At the end of the festival, please arrange for removal or disposal of your set and any unused publicity material. There will be a charge applied to cover the cost of disposal should you not comply with this request.

Please note, since this is a temporary conversion and not a permanent theatre, all measurement and quantities quoted in the above specification are approximate and may be subject to change.

For detailed and up to date information regarding the venue please contact the Technical Manager – [technical@assemblyfestival.com](mailto:technical@assemblyfestival.com)

