



production



🔊 the venue

When selecting a venue consider:

- ⊗ **Power:** three phase power is often required for larger events.
- ⊗ **Access:** is the venue suitable for your audience? Is it young people friendly, near public transport, does it have ramp access, is there seating? Is the venue accessible before the event for rehearsals and set up [with or without extra cost?]
- ⊗ **Facilities:** are there enough toilets? Dressing rooms? Backstage area for artists and crew? A secure area for equipment [during the event or between performances]?
- ⊗ **Fixings:** does the venue come with lights or other equipment? If a non-venue, how will you attach/hang lights, or in the case of an exhibition how to hang artwork or banners.
- ⊗ **Security:** if a licensed event, then 2 security personnel are required for the first 100 patrons, then 1 for every 100 patrons thereafter. If not licensed, think about the nature of the event and whether it is likely to attract any problems that would require security personnel to be present. Outdoor venue will require fencing if the event has an entry fee.
- ⊗ **Neighbours and noise:** warn people about the event, particularly if it will be a late and/or loud event, and especially if the event is in a non-venue space where neighbours may not be used to such activity. If you have not used the venue before, ensure you allow time for an orientation so you and your crew become familiar with the space and its surroundings.
- ⊗ **Insurance:** it is often a standard pre-requisite of venues that you have Public Liability cover in order to be able to proceed with the hire. If you do not have cover, consider whether there is an appropriate organisation that could be a partner on the project and provide 'umbrella' cover.
- ⊗ **Cleaning:** have a plan for ensuring this gets done; it is difficult to get people back to the site after the event is finished. If your event will generate lots of rubbish, how will it be removed? Are there enough bins? Can you get separate bins for recyclables?

equipment

What equipment will you need and who will collect it, operate it, set it up, pack it away, return it?

Seek advice from your technical team about the lighting and sound requirements for your event.

Check what equipment comes as part of the standard hire of the venue. What other equipment will you need? Remember to include it on insurance lists. If you need to hire equipment, obtain more than one quote, get them in writing and check that they are free/no obligation quotes. Ensure that they are quoting on the same specifications.

For gig-style events, all performers should provide a stage plot and list of technical requirements.

In terms of music events, artists need to be informed about whether they are required to bring their own drum kits and backline [amps]. You could hire a kit and amps that can remain set up for the entire event. Musicians are often happy to let others use their gear but a couple of things should be noted. It is appropriate that some remuneration be provided to those who leave their equipment on stage for others to use, to acknowledge the wear and tear. Whilst a drummer may be happy for others to use their kit, it is standard practice for each drummer to bring their own snare and cymbals.

Time and set-up consideration is also needed if the line-up includes both left and right-handed drummers. A conversation should also be had between organisers and equipment providers about what happens if equipment is damaged. If artists wish to use their own gear, allow for more time in the changeover between acts.

front of house

Front of House [FOH] includes the box office and bar area. It is important to have a supervisory person dedicated to these areas [more than one person if the event is big or in a large venue or running for a long time].

People working in these areas need to know who to report to and call on if assistance is required. Will box office staff need to reconcile ticket sales and money collected? What happens to the money? Clear the till regularly throughout busy nights and have a secure system in place to do this.

Documentation about admission should include:

- ⊗ Ticket prices, including what is deemed a 'Concession'
- ⊗ A current complimentary tickets and invitees list [and details about being 'hard core' if people are not on the list; the FOH Manager may be required to authorise admittance on such occasions]



Ticketing systems:

The Darwin Entertainment Centre, music stores and/or other interested local businesses will sell tickets at a minimal fee per ticket.

- ⊗ Any passes e.g. staff, media etc.
- ⊗ Any giveaways [e.g. radio/press competition]
- ⊗ Releasing Comp holds on a sold out performance - is this an option?
- ⊗ Running order of events, including interval, performance schedule, finishing time etc.
- ⊗ Warnings [smoke, nudity, strobe lighting, noise, profanity]; is there a rating? If so, what are the restrictions?
- ⊗ Refund policy
- ⊗ Emergency contact numbers
- ⊗ Venue capacity - does your ticketing system inform you when venue capacity has been reached?
- ⊗ What sort of recording needs to happen with regard to ticket sales?
- ⊗ Can pass-outs be issued? Can latecomers be admitted? If so, when?

🍷 alcohol & other refreshments

If you are going to sell alcohol at your event, you need to apply for a Special Liquor Licence [at least seven days prior].

You also should consider your event and whether it is appropriate to serve glass or to pour alcohol into plastic cups for purchase. Also think about whether glass empties can be collected throughout the event.

Consider having an 'alcohol free zone' and a bar area if it is an all ages or family event. Ensure you have water and soft drinks available as an option for patrons. You can engage community service organisations such as The Lions Club to operate a bar or soft drink stall at your event.

Usual conditions of licence include:

- ⊗ The Licensee shall ensure there are sufficient quantities of low alcohol beverage available to meet customer requirements.
- ⊗ The Licensee shall discourage any action which may lead to irresponsible and excessive consumption of liquor.
- ⊗ All liquor must be served in open containers.
- ⊗ No more than six alcoholic drinks shall be sold to any one person at any one time.
- ⊗ Sales of liquor shall be restricted to those persons attending at the invitation of the organising body.
- ⊗ Persons under the age of 18 years shall not be used in the sale or supply of liquor.
- ⊗ Liquor shall not be sold or supplied to persons under the age of 18 years.

Promoters must be familiar with the Industry Code of Practice and Liquor Licence provisions especially regarding inappropriate promotion of alcohol, refusal to serve intoxicated patrons etc.



The Racing, Gaming and Licensing website has some useful links to the required application form to be submitted and some informative fact sheets.

Check it out!

www.nt.gov.au/ntt/licensing

