

How to fill in a running order to run a successful event.

Before your event is approved you will need to complete a running order. This running order should tell us the nature of your event, how the event should run, who will be performing and what their technical needs are. In addition to technical requirements, we require a detailed estimation of timings for your event and soundcheck to ensure the event runs to time.

The information below has been prepared to help you complete the running order, which has been sent to you with an example of how we like to see it filled out. Please try to be descriptive and clear as possible about your needs, so we can best provide for your event's requirements.

If you need any further information or guidance on how to complete the running order or what technical support the Guild can offer, contact your Society Coordinator who will relay this to the Technical Team.

The form includes sections for you to tell us about your Soundchecks before the event (Page 1), and a separate section for you to tell us about the event itself, from when doors open (Page 3 onwards). Please complete both, adding the relevant info to each section.

Please note than any staffing and equipment requested in the running order does not guarantee availability. The technical team may reach out to advise on alternatives if certain resources are not available for your event.

Timing and Sound checks:

- When setting timings for your performers to arrive for sound check be realistic, a full band will require much more time to check than a solo performer. Use the following as a guide:
 - Checking laptops for music and projector inputs 10 minutes
 - Solo acoustic performers 10-15 minutes
 - Dance Numbers 10-15 minutes
 - Providing microphones for comperes and hosts 10 minutes
 - Multi instrument/ full bands 45 minutes
 - Setting up and testing DJ Equipment 15 minutes
- All performers should be made aware of their sound check time and know that if they miss it, they will not be given the chance to test their tech setup. This is obviously not ideal for anyone involved.
- Aim to finish sound checks/rehearsals *at least* 15 minutes before doors open. This is to ensure that your event starts on time.
- Set up time is provided for technicians to run sound and lighting checks only. This time is not for rehearsals which should be conducted before the event.
- Please ensure that time is left between acts for them to come on and off stage and change any equipment necessary, if you are not sure go by the following
 - 1 minute for a single singer, speaker or dance troupe to exit/ enter the stage
 - 5 minutes for moving set on or off.
 - 15 minutes for a full band to be set up/ taken off stage.
- Change over time can be filled with various things such as:
 - Compere talking
 - Videos being played
 - Background music.

- For longer change overs it is best to situate them before or after intervals or at the beginning or end of a show. That way the audience won't get bored.
- Think about the timings of the show and change overs so that you maintain the audience's attention e.g. If you start your show with a band set up on stage and acts who don't mind it there (solo performers etc.) then have the band play before the interval leaving the interval to remove equipment.
- Aim to finish on time, if you don't then acts may need to be cut to ensure you do. Assume everything will run over, allow some time for this. We will not be able to keep the building, or the room open for you beyond your booked times.

Audio:

You will need to provide:

- Instruments (including drums)
- Amplifiers for electric instruments (e.g., Guitar Amps)
- Power cables for Electric instruments (we can provide extension leads)
- Jack Cables for Semi Acoustic Guitars, Guitars and Bass guitars.
- Drumsticks, plectrums, guitar tuner, guitar pedals and anything else you will need to perform.

We will provide:

- Microphones
- Power Extension leads
- A PA system (big speakers, sound desk, etc.)

Please provide the following information on your running order.

- A list of all instruments in act, E.g.
 - Drums
 - Bass Guitar
 - Electric Guitar
 - Semi-Acoustic guitar
 - 2 Vocals.
- In the above example, putting just "3 guitars" would not be acceptable, as we take audio from these instruments in different ways.
- What type of microphone you will require for vocals/speeches?
 - Handheld microphone (wired microphone, best for performers who will be still for the majority/ all their performance/ speech)
 - Wireless handheld microphone (Best for performers that need to move around during the performance or speech)
 - Head set microphone (wireless microphone worn on your head, think Madonna. Ideal for performers who move a lot during their performance or who need hands free to do their jobs, such as hosts holding awards or cue cards)

Please note that although we will always try to get the equipment you require for vocals/speech microphones we have limited equipment and quite often multiple events on simultaneously.

- We have seven (7) wireless handheld microphones and six (6) wireless headset microphones available for a typical event, though this is dependant on availability as they are shared across all our bookings
- We will provide suitable instrument microphones.

- You will need to provide a laptop to play music. Phones can be used in a pinch, but they are difficult to control so we encourage using a PC. Please provide any USB- headphone adapters needed.
- Taking music from Youtube is not suitable due to the low sound quality and is sometimes illegal. We recommend buying the music you use.
- Do not rely on the internet for content during your show, connections can go down easily. Download everything in advance.
- If using a phone for music put it into flight mode before use (last thing you want is to get a phone call half-way through a performance)

Lighting:

- We cannot provide follow spots (i.e a light that will follow a performer around the stage)
- We can provide the following in different colours:
 - Stage wash – light covering the whole stage so that you can see the performers
 - Focused Wash- Light focused on a specific section of the stage e.g a lectern or centre stage. Sometimes referred to as a spotlight, but not a moving one. **Please note, this will not mean that the rest of the stage will be completely dark, just not as bright as the focal point we are lighting up.**
 - Moving lights – lights which move and can have beam effects that you can see in the air
 - Coloured LED lights- lights that can change colour to suit your event colour scheme/ performers preferences.
 - Strobes - very bright white flashing lights (if these are used, they will need to be added to your risk assessment)
- If you do not know how to technically describe your lighting that is ok. Instead try to describe the mood you want to set, for example:
 - Party Lighting
 - Moody Lighting
 - Bright, dim etc.
- Please be as specific as possible about what your lighting requirements in advance. Our lighting operators will program the lighting before the event begins and will not be able to make changes during the show. Our lighting operators will be happy to go through lighting before the show starts.

Video (projection):

- Please provide a laptop with an HDMI port (please let us know if you are using a mac, we have a limited amount of mac converters)
- We need to know in advance whether audio from the laptop is needed.
- Having all content inserted into a single PowerPoint presentation will make your event look more professional.
- If no slide is required for an act, it is better to insert a black slide or logo (like your society logo) into your presentation, if you just unplug the laptop the screen will turn blue.
- You will need to provide someone to operate the slide show.
- Do not rely on the internet for any content, Wi-Fi connections can be spotty in certain parts of the building.

- The Mountford Hall, Stanley Theatre, and Cellar all have projectors and screens
 - Mountford Hall: screen is hung at the back of the stage. Will remain in place throughout the event. Note that the Mountford screen is not always installed, so we will need advance notice if you wish to use it.
 - Stanley Theatre: screen drops down from the ceiling at the front of the stage. This means the screen will need to be raised and lowered to see performers using the stage behind it.
 - Cellar: screen is set up at the back of the stage. This can be used for any event but is best used for presentations and smaller performances as the image will be projected on to the performers on stage if they are in the way of the screen.