



10 Top Tips for Tech Specs

1. Be knowledgeable and accurate

When supplying a tech spec, make sure you understand exactly what you're asking for, especially if someone else wrote it for you. If you understand what you need, the venue presenting your show is more likely to understand.

2. Essential and non-essential requirements

Some venues may not be able to provide everything. To save time, it's good to identify which parts of the spec are 'required/essential', 'preferred/non-essential' and which can be 'reduced/substituted if needed'.

3. Hiring additional equipment

If you require something that the venue doesn't own, have a conversation with the programmer and technical team as soon as possible. They might be able to hire or borrow it, but be aware that this might affect the financial deal.

4. Requesting a pre-rig

While it's comforting to know your lighting rig is set up before you arrive, it's not always essential. Not every venue will be able to provide pre-rigs, so it's best to request one only when needed (with a short explanation as to why).

5. Details and Diagrams

Try to make your tech spec as detailed as possible: photographs or films of the show, system diagrams and plans can help the technical team understand the set up and get a feel for the show. You could also provide venue-specific plans, but this isn't essential and if you follow point 2 (above), you may not need to.

6. The 'non-technical' stuff

Be sure to include other useful information that can make the day run smoother, such as: number of vehicles/what size/parking requirements; size of company/crew/cast touring; access requirements for those on tour; and timings for the day.

7. Get in touch early

Contact the technical team as soon as you can with your tech spec. Ensure you copy in the programmer/marketer so they know you're in touch.

8. Be personal

Find out the name and email address of the main technical contact and write to them personally with the tech spec. You're more likely to get a reply and you'll appear more approachable and efficient.

9. Make it easy

Try to include all the relevant information in one document and indicate which version it is (e.g. Show Name_Company Name_Tech Spec_Version 1). Supply it in multiple ways (e.g. via Dropbox, as an email attachment) and make sure it hasn't gone into junk mail by following up to check it's been received.

10. It's a collaboration

The technical team plays a massive part in helping your show and tour to be a success. Take care to be respectful, kind and open to discussion. Fostering good relationships could be the reason you return with your next show.