



## ArtSpring Sound Technician Operational Policy

**Operational Policy applies to all theatre users.**

1. Production Meeting
  - a. Production Meeting (held well in advance of show) with ArtSpring's Technical Director (Marv Couthard) and Head of Production for artist to discuss and document:
    - i. ArtSpring's house system equipment
    - ii. Equipment brought by artist
    - iii. Equipment to be rented by artist
    - iv. House staff requirements
  - b. Technical Director to document the above and file with the Operations Manager for inclusion in technical binder.
  - c. ArtSpring's Technical Director to communicate any issues or concerns to the Executive/Artistic Director.

ArtSpring's Technical Director is Marv Coulthard. For complex shows additional technicians may be required.

***The cost and booking of additional techs is the exclusive responsibility of the renter.***

All technicians must satisfy ArtSpring's Technical Director that they have the necessary expertise to operate theatre equipment. Please consult the Operations Manager with any questions or concerns. A list of some local technicians who have worked with our sound equipment is available through the Operations Manager.

### Questions or concerns?

Contact the Operations Manager  
250-537-2125