

## Queen Elizabeth II Centre Production Guidelines - REVISED August 2018

**Please read carefully and supply the relevant information to the AV Project Manager.**

1. The production company will need to confirm access / set up / de-rig times with the centre. The loading bay and goods lifts are booked via the Event Manager. Set up and de-rig must be completed in the allocated times, in order for the following event to gain access. Please advise completion time of de-rig.
2. Please supply a schedule of how long the duration of the rig/set up will take - i.e. build up of stage sets, particularly when QEII Live is supplying equipment and/or services. This will allow us to allocate the appropriate labour / rig times.
3. Please supply plans of room usage, set construction/dimensions and lighting design must be submitted to the Event Manager, AV Project Manager and for the approval of the Fire Officer.
4. Where the Centre is to supply technical services, please advise technician numbers required during the day and overnight, and confirm if the same crew are required for rehearsals and the event day.
5. Please advise rehearsal times if applicable and schedule / programme running order.
6. Please remember storage space for transit cases etc. These should not obstruct corridors or fire exits.
7. Access - Mountbatten Room: This room has restricted access, and the lift between the 5<sup>th</sup> & 6<sup>th</sup> floor is for passenger use only.
8. Three Phase Power requirements must be requested in advance. Please check availability on Floor Plans, and inform the relevant QEII Event Manager.
9. If the rig requires lighting bars and installed sound equipment to be cleared, this must be requested in advance. (Charges are usually levied for removal of sound equipment)
10. Ceiling mounted Socapex Lighting connectors should **not** be used without the specific approval of QEII Live.
11. Weight loadings are generally 100kg per hanging point, per metre, evenly distributed.  
(50kg per metre in Mountbatten Room, on the 5 fixed bars)

Detailed floorplans can found at [www.QEIICentre.London](http://www.QEIICentre.London)

**Please note: lighting bars in the centre must be left clear of your tape at the end of your event.**

12. The position of the house-light control should be advised in advance.
13. Please advise if a PA system is required in applicable catering area. These are charged £130.00 per area, per event.
14. **Please note:** Where Induction loops are not installed permanently in rooms, QEII Live will not supply and install Induction Loops for external Production Companies.
15. Pyrotechnics can only be used in the centre with particular approval of QEII Live and QEII Security.

16. To comply with Health & Safety regulations, you are expected to provide your **own** ladders, hoists, scaffolding towers etc. for rigging. Unfortunately, QEII Live cannot supply you with any of these items.
17. If radio microphones are to be used, a list of the frequencies must be submitted to the AV Project Manager with a copy of the associated OFCOM licence.

The QEII Centre has licenced and reserved in-house frequencies which are:

Channel 57:	758.100, 758.500, 759.100, 759.900, 760.350, 761.000, 761.900, 763.100, 765.500
Channel 58:	766.550, 768.750, 769.700, 771.450, 772.300 773.600
Channel 40:	626.100, 627.250, 629.450
Channel 41:	631.500, 632.250, 633.150, 634.350, 635.150, 636.150, 636.750, 637.450, 637.850
Channel 42:	644.850
Channel 43:	647.000, 647.450, 648.250, 648.950, 649.700, 650.700, 651.450, 652.450, 653.000, 653.300
Channel 44:	655.750, 656.750, 657.750, 658.750, 659.100, 659.950, 660.750, 661.350, 661.850
Channel 45:	665.300, 667.950
Channel 48:	687.300, 687.900, 688.500, 689.100, 689.700, 690.300 690.900, 691.500, 692.100, 692.700

**Please note:**

- The above frequencies **MUST NOT BE USED** without permission from QEII Live.
- Equipment supplied by QEII Live **cannot** be supplemented by externally sourced equipment.
- QEII Live technicians are **not permitted** to operate equipment supplied by a third party. (except client supplied computers)
- Stand-alone equipment can be used if operated by an external contractor.
- **PRICES QUOTED EXCLUDE PRODUCTION FEE @ 7%, + VAT**

Please call us on 020 7798 4158 if you need any further information.