



PRODUCTION & THEATRICAL RIGGING CHECKLIST REQUIREMENTS

Show Name	
AV Company	
AV on-site contact Name, Email, Cell Phone	
Bill to Contact information Company, Name, Email, Phone	
50% deposit due 7 days before load in	
Production schedule <i>Due 21 days before 1st day of load in</i>	
Rigging plot (dwg and pdf) <i>Due 21 days before 1st day of load in</i>	
Motor Size	
Motor locations	
Weights per motor	
Length of truss (10', 8', 5' corner block)	
Size of truss (12'x12" or 20.5" x 20.5")	
Black or Silver truss	



PRODUCTION & THEATRICAL RIGGING CHECKLIST REQUIREMENTS CONTINUED

Distance of truss from wall or column	
Size and number of boom lifts (45' Ballroom AB and Terrace Ballroom or 60' for Exhibit Halls)	
Please include all cable picks	
Are any motors inverted?	
What are the trim heights of the truss?	
Do any truss move during show?	
Do any airwalls close during your license?	

NOTES

- Please include the motors along with the weights/points.
 - If other rigging arrangements have been made contractually, a separate point (attachment to the ceiling/steel) fee of \$100.00 per point (NOT motor) for rigging hardware attachment must be paid by the client to PCC.
- Indicate the exact measurements to ensure proper motor/truss placement for pre-rigging.
- Please indicate if your T-truss is connected with corner blocks or cheeseboros.

BALLROOM AB

- The truss under the soffit must be 20.5" x 50' at least if you are not using the bomb holes.
- 12" truss can only be used if placed under the bomb holes.

EXHIBIT HALLS F & G GROUND SUPPORT ONLY

Exhibit Halls F and G do not have the ability to hang rigging; ground-support rigging is allowed.
Exhibit Hall F lowest ceiling height trim: 15'. Hall G lowest ceiling height trim: 14'.

Pamela Hobson

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