

Guidelines for Creating a Successful Rental Shop Order

Putting together a detailed shop order may seem tedious, however if you are not specific in what you ask for, you may be less than pleased with what you get. Putting together a shop order is an opportunity to carefully think through your production needs ensuring a smooth load-in, set-up and tech process without missing pieces, multiple trips to pick up forgotten items or last minute compromises. One very real value of being exhaustively explicit in putting together a shop order is that you will be comparing apples to apples when soliciting bids from multiple vendors.

First Things First

At the top of your page, include details pertaining to dates the equipment is needed, where it is to be used, who will be responsible for the equipment and various contacts that may be pertinent to pricing, billing, delivery, clarification, etc. These contacts might include the lighting designer, general manager, master electrician, facilities manager and bookkeeper.

Example

Rental Shop Order	
Limelight Performing Arts Center “Pipe Clamp: The Musical”	
Venue:	Limelight Performing Arts Center 471 Pleasant Street Lee, MA 01238
Show:	“Pipe Clamp: The Musical”
Load-in:	2/02/09 - 9:00am
Load-out:	3/23/09 - 3:00pm
Lighting Designer:	Frederick Von Lightsalot 555-245-9875 x109, lightsalot@limelightpac.com
General Manager:	Geraldine Cheesboro 555-245-9875 x115, cheesboro@limelightpac.com
Master Electrician:	Tobias Climber 555-245-9875, climber@limelightpac.com

Preface/Notes

Provide any additional information to the above that may be relevant to the overall process. For example, your loading dock or facility may have certain limitations that are worth calling out. You may indicate any general requirements or expectations, or logistical details and special requests, such as a specific order in which you would like the equipment loaded on the truck.

Example

Notes

- All units to come with lamp, c-clamp, color frame, and safety cable
- Spare lamps to be provided for each fixture type
- Any revisions or substitutions must be fully disclosed at time of bid
- Rental shop to be responsible for equipment delivery and pick-up. Please include delivery/pick-up pricing as a separate line item in bid.
- Loading Dock Limits – access alley to facility has a 12' height restriction.
- Delivery Order – equipment to be delivered in two parts. All cable to be delivered at 9AM. Fixtures and dimmers to follow at 1PM. Perishables (gel etc) to be available for pickup the day prior to load-in.

Lighting Instruments

A comprehensive list of lighting instruments required, such as Source 4's, PARS, striplights, moving lights, work lights, etc. You will want to be as specific as possible. For example, are you looking for 3-circuit or 4-circuit striplights?. What lens tube configuration do you want for any Source 4 ellipsoidals, or lenses (ie vnsp, wfl, etc) for Source 4 PARS? What wattage lamps should be included? If you are using the fixtures with "house" circuits (ie permanent electrics), you will want to specify connector types. (Note that virtually all rental fixtures use 3-pin stage connectors, however if you require another connector type, adapters may be available.)

Example

All fixtures below are to include lamp as indicated, pipe clamp, color frame and safety cable. All fixture connectors are to be 3-pin stage type.

12 – 36° Source 4 Ellipsoidal, 750w

Accessories

All fixture accessories should be included here including top hats, color extenders, pattern holders, spare color frames, drop-in iris, etc. Be specific as to which fixture an accessory will be used with as not all are interchangeable.

Example

4 – color extenders (Source 4 ellipsoidal)
6 – spare color frames (Source 4 ellipsoidal)

Dimming and Control

Specify any dimmers or control boards you require. Be sure to be as specific as possible. In other words, if you only care about dimmer capacity (ie 6 x 2.4Kw dimmers), you can simply list quantity and capacity. However if you require a specific manufacturer's equipment you will need to indicate that. Note: it is important that you confirm that your facility has sufficient electrical service to accommodate the equipment specified. Control boards may be specified by capability (ie two scene preset) or ideally, by specific manufacturer/model. While most contemporary control boards come with a default monitor (or two), you should be specific and inclusive of your monitor requirements, and indicate any additional items including an RFU, RVI, additional monitors, etc.

Example

1 – 48 x 2.4Kw ETC Dimmer Rack
1 – ETC Express 48/96 Control Console with monitor, UPS, power supply and user manual

Power and Distribution

Feeder Cable

Rental dimmers will require feeder cable. Be sure to specify lengths required, and wire gauge, as well as the type of connection at the disconnect panel in the facility.

Example

1 – 4/0 50' Feed Set (for Dimmer Rack above)
1 – 4/0 Tie-in

Stage Cable

You will probably have unexpected as well as predictable cable needs. It's usually a good idea to overestimate or add a "safety" factor. Although typically rental cable is 3-pin stage cable, be explicit as to your expectations. Also, indicate any adapters, twofers, etc.

Example

All cable with 3-pin stage connectors unless otherwise indicated.

20 – 10' Stage Cable
10 – 25' Stage Cable
12 – Twofers
6 – Female Pin to Male Edison Plug Adapters

Multicable

Multicable speeds up the circuiting process when creating electrics from "scratch" on an empty batten, truss, etc. When requesting multicable, you will need to specify length, number of circuits, break-ins (male stage pin) and break-outs (female stage pin).

Example

1 – 150' 6-circuit, multicable
1 – 6 circuit break-in
1 – 6 circuit break-out

Data Cable

You will need DMX from your control console location(s) to the dimmer rack(s) as well as between dimmer racks and to any dmx controlled effects – hazers/foggers, strobes, snow machines, moving lights, color scrollers, etc. Frequently your control console will

vary from cue writing to show time, so consider both locations. Data cable may also be required for communication systems, microphones, etc. Don't forget spares – just in case!

Example

2 – 25' DMX cable (5 pin)
2 – 25' Coloram data cable (4 pin)

Special Effects and Specialty Items

This is the place for special effects and miscellaneous equipment, such as foggers/hazers, strobes, color scrollers, gobo rotators, etc. (If you have not included the necessary cable above, be sure to indicate it here.)

Example

1 – Le Maitre Radiance Hazer

Hardware

Pipe and base, sandbags, cheesboros, trunions, spare pipe clamps and safety cables, sidearms (don't forget to specify sliding T's), etc. are included here. Specify lengths as appropriate.

Example

4 – 50lb Boom Bases
4 – 8' Schedule 40 pipe, 1.5" diameter, threaded 1 end (to be used with bases above)

Perishables

Include any perishables or "expendables" that you would included in your order / price request. These items are sold, not rented and might include tie-line, tape, gel, fog fluid, patterns, etc. When appropriate, specify a manufacturer as not all gaffers tape (to use that as an example) is equal in quality or price. Specifying a manufacturer is even more

important for items like gel and patterns (Rosco, Lee, Gam, etc) where the companies offer similarly named products that have subtle and/or not-so-subtle differences.

Example

<p>Tape</p> <p>1 – Gaffers tape, black (permacel/shurtape) 1 – Spike tape, 1/2" x 60yd, red</p> <p>Gel</p> <p>All quantities indicated are for sheets.</p> <p>Rosco</p> <p>4 - #02 Bastard Amber 4 - #68 Sky Blue</p>

Note that indicating a manufacturer and number will usually be adequate. Including the color name is optional.



Shop Order Checklist

- Show Details – venue, dates, etc
- Contact Information – including who to contact for clarification/questions
- Delivery Details – where, when, who, etc
- General Notes
- Lighting Instruments
- Lighting/Fixture Accessories – top hats, etc
- Dimming & Control
- Feeder Cable – cable and tie-ins for dimmers
- Stage Cable – including twofers, adapters, etc
- Multicable
- Data (control) Cable – control to dimmers, etc
- Special Effects Equipment – foggers, scrollers, etc
- Hardware – booms, truss, etc
- Perishables – tape, gel, gobos, fog fluid, etc