



Theatre and Dance NI Captioning Service Guide

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Introduction

Theatre and Dance NI offers Captioning Equipment to facilitate access to theatre and the performing arts for all.

Captioning can be useful for those who are hard of hearing, find certain dialects and accents difficult to understand or those for whom English is not their first language.

Venues, festivals and production companies within Northern Ireland are able to hire Theatre and Dance NI's captioning equipment and captioners.

Captioning Equipment Costs & Agreement

Captioning Equipment Hire Costs

Theatre and Dance NI members pay no hire fee for the use of Theatre and Dance NI's captioning equipment, non-members pay £100. Special rates also apply to those members who fall into Band E (Organisation: Turnover £500,000+). Contact projects@theatreanddance.org to receive your quote.

Please note the Hirer assumes complete responsibility for loss of or damage to the hire equipment from the time the equipment leaves the premises until it is returned to same. To this end, it is a condition of hire that the Hirer will arrange insurance cover to provide for the risks of; Theft, Fire, Accidental damage, Personal Injury & Public Liability. In the event of loss or theft of the hire equipment Theatre and Dance NI will invoice the Hirer in full for replacement of the equipment. In the event of damage to the equipment, Theatre and Dance NI will, at its option, invoice the Hirer in full for the repairs to, or the replacement of the equipment.

For most organisations' an annual Theatre and Dance NI membership will cost the same or considerably less than our captioning hire cost and as such becoming a Theatre and Dance NI member may help you to make considerable savings.

Cancellation

Where cancellation of a captioned performance, by the venue, occurs, a fee may be required. To find out more about this contact projects@theatreanddance.org.

Captioning Equipment Description

Theatre and Dance NI latest and first edition captioning equipment available is as follows:

Full Colour Venue / Caption Display 352 x 64 Res. / 5mm pitch RGB LEDs (D4 352/64 RGB)

Wheeled Flight-case for 2 Venue displays and sundries – brackets, couplers, laptop and router (D4 FC)

Router – connects displays and outputs to 10+ tablets (D4 TAB 120)

2 laptops with CaptionPlus and Soprataxt Software pre-loaded

Speaker Stand Brackets (2) (D4 110)

Vertical Scaffold Brackets (2) (D4 130)

Speaker Stand Clamps (2) (D4 120)

Vertical Scaffold Clamps (2) (D4 140)

10 7" Android Tablets with Tablet Apps (7" tablet with Soprataxt)

Flight case for 10+ tablets and Router (Tablet/Router Flight-case)

Theatre and Dance NI second edition captioning equipment available is as follows:

1 x Jayex LED panels in flight cases

Flight case dimensions: 180cm x 44cm x 17cm Panel size: 178cm x 36cm x 6cm

LEDs are 3.00mm with a 4.57mm pitch - total on the panel: 352 x 64 pixels

The panels have a rigging point at each end on the top (suitable for a half ton bow shackle)

2 x laptop computers with power cables

2 x wind up stands to mount Jayex panels

2 x clamps to connect panels to stands

2 x USB RS485 interface units

1 x power cable for each Jayex panel

Jayex Panel Rigging

The Jayex panels can be rigged in a variety of ways:

On provided stands, either singly; or one on each side of the stage (pros) Optimum positions are at the average height of the actors' heads so that audience members' eyes have minimum movement from actor to panel.

Panels can be 'flown'

On either side of the 'pros'

Above the stage - as low as possible - but ensuring that no lighting strikes the panel. Check that all seats have a view of the panel without too much 'neck movement'.

'Sitting' on rostra, tables, etc., on either side of the stage (supported by stage weights)

'Sitting' on the stage, on either side (beware of sight lines and other audience members' heads obstructing vision)

Captioners

Theatre and Dance NI are the providers of the equipment however in order to successfully operate the equipment there must be trained captioner contracted. There are a few STAGETEXT trained captioners who cover the whole of Northern Ireland. If your venue does not have a trained, professional captioner, their contact details have been listed below. If you wish to book a captioner for a performance, please get in touch with them directly. TDNI CANNOT hand over the equipment until proof of a captioner for the event has been provided.

Pauline Matthew

Email: pauliemath@hotmail.com Mobile: 07894552131

Michael Poynor

Email: michaelpoynor@hotmail.com Landline (preferred): 028 7775 0240

Mobile: 07484110987

Booking Process

To book the captioning equipment please follow this simple step by step process.

STEP 1: Fill in Captioning Equipment Booking Form

To book the captioning equipment, click the link below:

https://docs.google.com/forms/d/e/1FAIpQLSdnRb30IGhnS6mdeGneOJTZGeTp9x3GKHAszEzciZw4PD5mKQ/viewform?usp=sf_link

A member of the Theatre and Dance NI team will be in touch if your request to hire has been successful.

STEP 2: Book your captioner

Without a qualified captioner, Theatre and Dance NI cannot allow equipment to be hired. For guidance on how to book a captioner, visit page 6.

STEP 2: Arrange collection and return of equipment

Once you have received confirmation of your captioning equipment booking, arrange a time and date to collect and return the equipment with TDNI staff.

Please note that the captioning equipment should be returned within 24 hours of use otherwise you may incur a holding fee.

STEP 3: Arrange Insurance

The Theatre and Dance NI captioning equipment must be insured by the organisation hiring it for the entire period of time that it is in their care. The captioning equipment must be insured **before** it is

collected with proof documentation.

Any damage occurring to the captioning equipment whilst it is on hire will be charged to the organisation hiring the equipment.

STEP 4: Collect and return captioning equipment

Theatre and Dance NI First Generation captioning equipment is stored at:

Lyric Theatre,
55 Ridgeway St,
Belfast,
BT9 5FB

Theatre and Dance NI Second Generation captioning equipment is stored at:

Crescent Arts Centre,
2-4 University Rd,
Belfast,
BT7 1N

STEP 5: Pay invoices

If your organisation is not a member of Theatre and Dance NI you will be issued with an invoice.