

BRIT Awards Technical Requirements

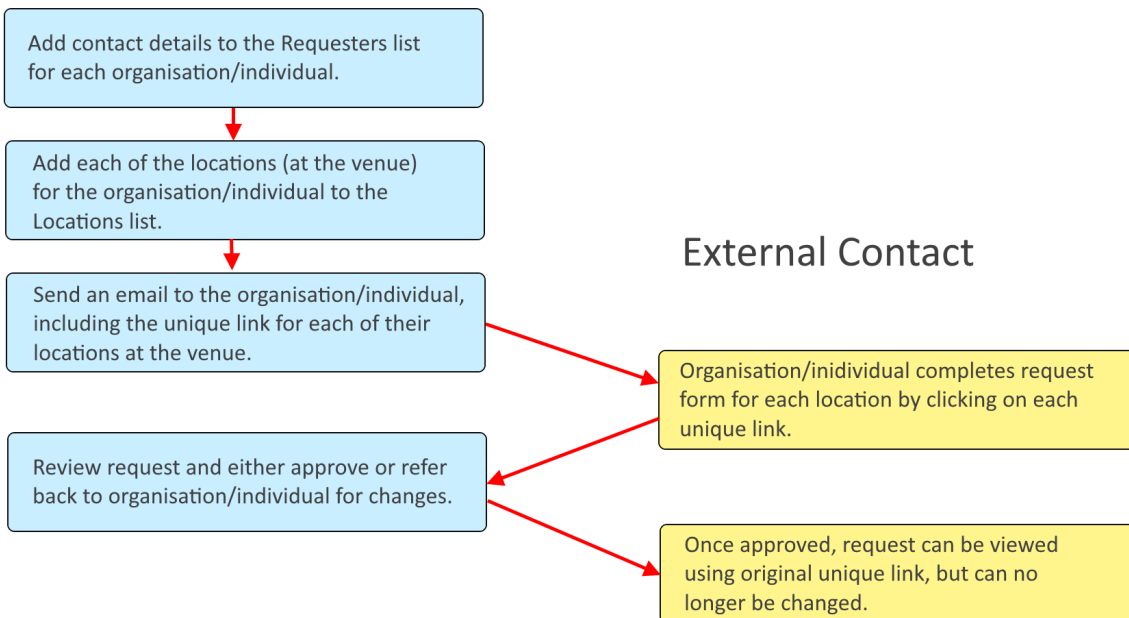
- [Introduction](#)
- [Accessing the app](#)
- [Main Menu](#)
- [Locations](#)
- [Emailing unique links](#)
- [Reviewing submissions](#)
- [THE REQUEST FORM](#)

Introduction

The BRIT Awards Technical Requirements app has been developed to replace the 'technical spreadsheet' which has been used for many years to keep track of each area's/location's/company's requirements at the main show's venue.

The aim of this app is to streamline some of the processes involved in gathering this information from the many parties involved. An overview of the process for gathering requirement information is shown below.

BRITs Team



Accessing the app

You will receive an invitation email with a link to a page similar to the one on the right, prompting you to create an AirTable account that will allow you to access the app.

Please ensure that the email address you enter is the same as the email address to which the invitation was sent. If you would prefer to log on with a different email address, do not complete the invitation form. Instead, email the person who invited you, and they will send a new invitation to your preferred address.

Please do not use Google or Single Sign On, as these are not currently supported in the app.

If you already have an AirTable account set up with the same email address as the invitation was sent to, you can use the [Sign In](#) link at the bottom of the page.

You may wish to untick the marketing and sales permission checkbox.

Once signed in you will be taken to the app's main menu.



Alan invited you!

Create an account to start working with Alan in **BRIT Awards 2026**

Email address

Full name

Password

Create account

or

Continue with **Google**

Continue with **Single Sign On**

By creating an account, you agree to the [Terms of Service](#) and [Privacy Policy](#).

- You agree to receive marketing and sales communications about Airtable products, services, and events. You understand that you can manage your preferences at any time by following the instructions in the communications received.

Already have an account? [Sign in](#)

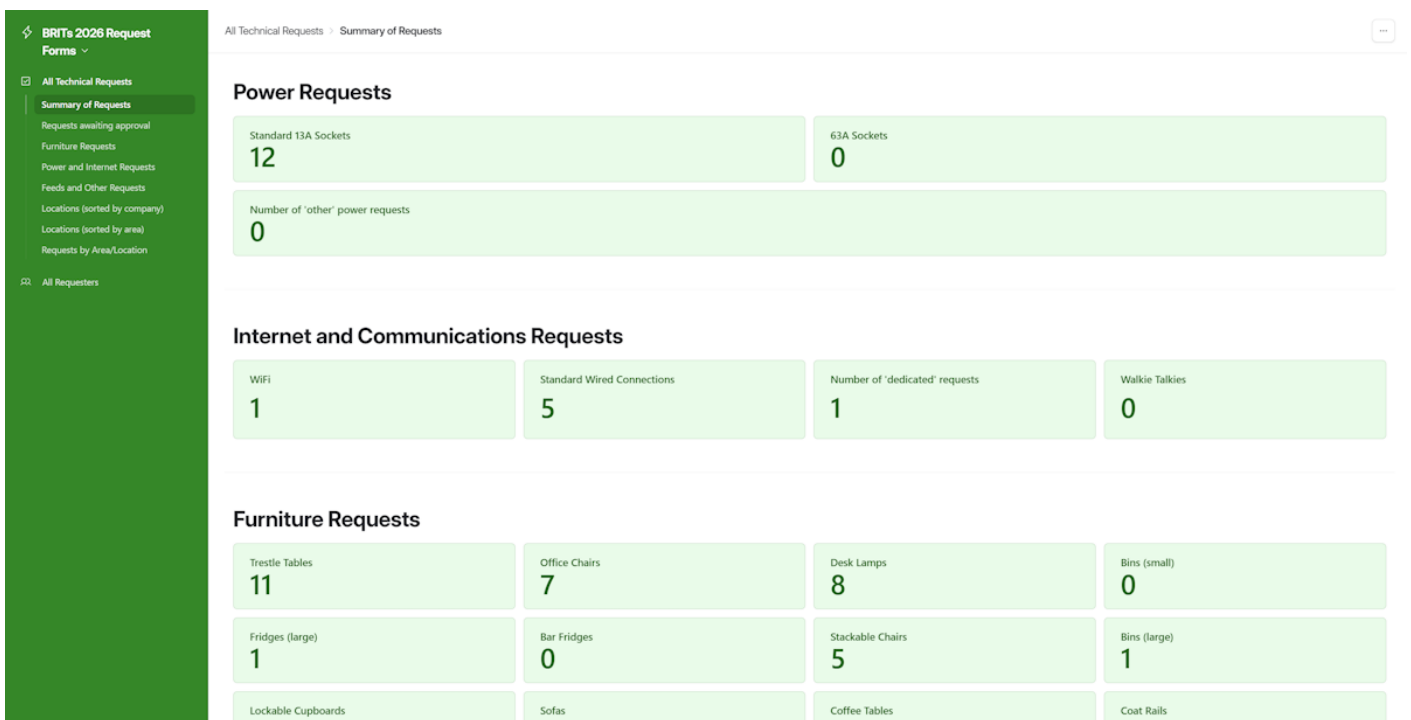
Main Menu

When you log onto Airtable at the link you were sent when you were invited to use the app, you will see the main menu, as shown below (the left-hand panel), along with a summary of requests received to date (the right-hand panel).

Depending on the access level you have been granted, you may have the ability to add to and edit lists, or you might simply have the ability to view lists.

The *All Requesters* menu option takes you to the list of organisations and individuals who can submit requests.

The *All Technical Requests* menu option contains a range of sub-options allowing you to view requests in different ways. For example, there are options taking you to views limited to the specific types of request shown (Power and Internet/Furniture/Feeds and Other).



Locations

'Locations' are spaces allocated to specific individuals or organisations. An example would be the space allocated to the BAL Digital team, which is a room in the Dressing Rooms area.

To add this location to the requests database, simply select *Locations (sorted by company)* or *Locations (sorted by area)* from the menu, then click the *Add a location* button.

The screenshot shows the 'BRITs 2026 Request Forms' interface. On the left is a green sidebar menu with options like 'All Technical Requests', 'Locations (sorted by company)', and 'All Requesters'. The main content area is titled 'All Technical Requests > Locations (sorted by company)'. It features a table with columns for Status, Area (at venue), Location, and Link. The table is organized into sections for different companies: BAL, BAL Digital, and BRITs TV. Each section contains one or two rows of location data.

Status	Area (at venue)	Location	Link
Link ↑			
BAL			
Awaiting submission	Dressing Rooms	BPI Office	https://forms.fillout.com/v/iZjctUhsZFus?id=recvDxj9jGifLcrIK
Link ↑			
BAL Digital			
Awaiting approval	Dressing Rooms	Approvals Room	https://forms.fillout.com/v/iZjctUhsZFus?id=reccl4Lz5Lcv0c5IC
Link ↑			
BRITs TV			
Awaiting submission	Dressing Rooms	Talent Liaison	https://forms.fillout.com/v/iZjctUhsZFus?id=recSc0y550nb6CFPK
Awaiting submission	Dressing Rooms	BRITs TV	https://forms.fillout.com/v/iZjctUhsZFus?id=rec3P8wtHjMEghdGAB

After clicking the *Add a location* button, you will be taken to a form that will allow you to select the individual or organisation and enter the area and location of the space allocated to them.

Click on the + *Select* button to see a list of individuals and organisations already in the system. Click on the appropriate name to select that individual or organisation. You can narrow down the list by entering a few characters into the *Search for option...* box, and you can also add a new individual or organisation by clicking + *Create new*.

The 'Add a location' form has a dark blue background. It includes a title 'Add a location', a descriptive paragraph, and three main input sections: 'Organisation's or Individual's Name' with a '+ Select' button, 'Area in which they will be located' with a text input field (example: 'e.g. Dressing Rooms'), and 'Location' with a text input field (example: 'e.g. Green Room'). A yellow 'Submit' button is at the bottom.

This screenshot shows the search results for the 'Organisation's or Individual's Name' field. A search box contains 'ba'. Below it is a '+ Create new' button and a scrollable list of options: Green Diamond Media, BAL, BAL Digital, BRITs TV, BTv, Cold Glass, and Dawbell.

This screenshot shows the search results for the 'Organisation's or Individual's Name' field with 'ba' entered in the search box. The search results list 'BAL' and 'BAL Digital'.

Once you have selected the correct name, enter the Area and Location of the space allocated to the individual or organisation and click the *Submit* button.

Emailing unique links

Once locations have been added for an organisation or individual, draft an email to them asking that they complete the Technical Request Form, and include the unique link for each location they are responsible for. (Do not right-click the link in the *Locations* list, as that will copy an Airtable link instead of the correct Fillout link.) Hover over the line for a location and click *Open*, then right-click the link in the side-panel that appears and select *Copy link address*, then paste the link into the email.

To make things clearer for a recipient who will receive multiple links, it would be good to add a description to each link. e.g. Design Office:

<https://forms.fillout.com/t/iZjCTuhsZFus?id=rec0NNhdgh96Hb>

The screenshot shows the 'BRITs 2026 Request Forms' interface. The main content area displays a table of 'Locations (sorted by company)'. The table is organized into sections: 'BAL', 'BAL Digital', and 'BRITs TV'. Each section contains a table with columns for 'Status', 'Area (at venue)', 'Location', and 'Link'. A red arrow points to the 'Open' button next to a row in the 'BAL' section, with the annotation '1 Hover over the line for the location and click Open'. Another red arrow points to the 'Link' column of a row in the 'BAL Digital' section, with the annotation '2 Right-click'. A context menu is open over the link, showing options like 'Open link in new tab', 'Copy link address', and 'Copy clean link'. A red arrow points to the 'Copy link address' option, with the annotation '3 Click on Copy link address'.

Link ↑	Status	Area (at venue)	Location	Link
Link ↑	Awaiting submission	Arena Dressing Room Cor...	BPI Office	https://forms.fillout.com/t/iZjCTuhsZFus?id=rec0NNhdgh96Hb
Link ↑	Awaiting approval	Arena Dressing Room Cor...	Approvals Room	https://forms.fillout.com/t/iZjCTuhsZFus?id=rec0NNhdgh96Hb
Link ↑	Awaiting submission	Arena Level 1	Digital Office (Giuseppe)	https://forms.fillout.com/t/iZjCTuhsZFus?id=rec0NNhdgh96Hb
Link ↑	Awaiting submission	Arena Dressing Room Cor...	Talent Liaison (Arena)	https://forms.fillout.com/t/iZjCTuhsZFus?id=rec0NNhdgh96Hb
Link ↑	Awaiting submission	Arena Dressing Room Cor...	BRITs TV Office 1	https://forms.fillout.com/t/iZjCTuhsZFus?id=rec0NNhdgh96Hb
Link ↑	Awaiting submission	Arena Dressing Room Cor...	GP H&M and Wardrobe	https://forms.fillout.com/t/iZjCTuhsZFus?id=rec0NNhdgh96Hb
Link ↑	Awaiting submission	Car Park G	TV Edit Cabin	https://forms.fillout.com/t/iZjCTuhsZFus?id=rec0NNhdgh96Hb
Link ↑	Awaiting submission	Car Park G	Viewing Cabin	https://forms.fillout.com/t/iZjCTuhsZFus?id=rec0NNhdgh96Hb
Link ↑	Awaiting submission	Car Park G	Sweetening Cabin	https://forms.fillout.com/t/iZjCTuhsZFus?id=rec0NNhdgh96Hb

Reviewing submissions

When the form has been completed for a location, the status for that request will automatically change to *Awaiting approval*. To review a request, click on the 'Open' link that appears beside the location's status when you hover over it, or anywhere in the blank space to the right of the *Link* column. This will open a side page with the request details.

▼ Funky Design Co

Status	Area (at venue)	Location	Link
Awaiting approval	Backstage	Artists' Lounge	https://forms.fillout.com/t/7ZjCTuhsZFus?id=recNfQe3TjFzlw0ui
Awaiting approval	Structures	Green Diamond Edit Suite	https://forms.fillout.com/t/7ZjCTuhsZFus?id=rec7FdcAZpT1NgfCj → Click in this area ←

The side page includes expandable sections for *Furniture*, *Power and Internet* and *Feeds and other requirements*.

Once these have been reviewed, the status for that location should be changed to either *Clarification requested* or *Approved (locked)* by clicking on the current status in the *Locations* list and selecting the appropriate option from the dropdown (shown below).

A dropdown menu is shown with the current status 'Awaiting su...' selected. The menu lists four options: 'Awaiting submission' (highlighted in yellow), 'Awaiting approval' (highlighted in pink), 'Clarification requested' (highlighted in blue), and 'Approved (locked)' (highlighted in green). A search bar at the top of the menu contains the text 'Find an option' and a 'Clear selection' button.

When clarification is needed, an email should be sent to the appropriate contact asking them to make the necessary changes to the form using the original link.

The side page displays the following information:

- Area (at venue):** Structures
- Location (at venue):** Green Diamond Edit Suite
- Status:** Awaiting approval
- Link:** <https://forms.fillout.com/t/7ZjCTuhsZFus?id=rec7FdcAZpT1NgfCj>
- Default Contact Name:** Alan Brindley
- Default Contact Email:** greendiamond@artcliff.net
- Default Contact Mobile:** 07881955900

Expandable sections include:

- Furniture:**
 - Trestle Tables: 2
 - Office Chairs: 4
 - Desk Lamps: 4
 - Lockable Cupboards: -
 - Coat Rails: 1
 - Fridges: -
 - Bar Fridges: 1
 - Sofas: -
 - Coffee Tables: -
 - Stackable Chairs: 2
 - Bins (Large): 1
 - Bins (Small): 2
- Power and Internet**
- Feeds and other requirements**

Once status has been set to *Approved (locked)*, no further changes can be made via the link. Instead, details of the request will be displayed along with an email address for any urgent last minute changes.

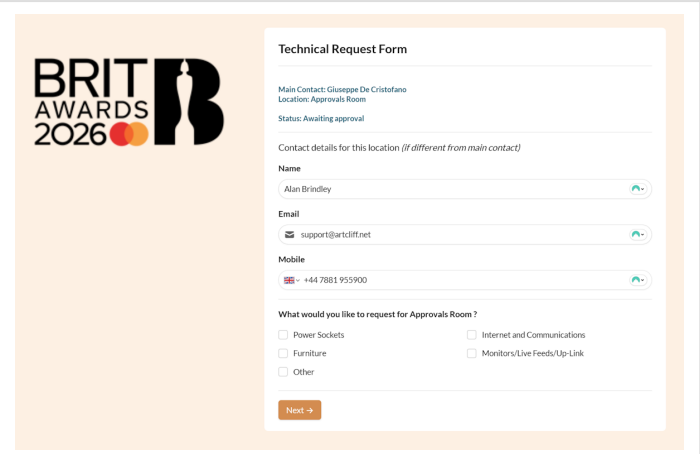
THE REQUEST FORM

When the email recipient clicks on a unique link, they will be taken to the introduction page. The responses they give will be stored in the database at the location specified by that link.

INTRODUCTION PAGE

This page shows the specific location for which requirements are to be entered and the main contact name for the company/individual. Details for a different contact, specific to this location, can be entered if desired.

Ticking *Power Sockets*, *Internet and Communications*, *Furniture*, *Monitors/Live Feeds/Uplink* or *Other* will allow requirements for these to be entered on the following pages. Pages will be hidden for anything that is not ticked.

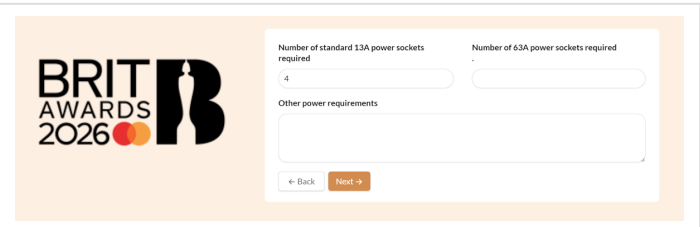


The screenshot shows the 'Technical Request Form' for the BRIT AWARDS 2026. It includes the event logo and the following information:

- Main Contact: Giuseppe De Cristofano
- Location: Approvals Room
- Status: Awaiting approval
- Contact details for this location (if different from main contact):
 - Name: Alan Brindley
 - Email: support@artcliff.net
 - Mobile: +44 7881 955900
- What would you like to request for Approvals Room?:
 - Power Sockets
 - Furniture
 - Other
 - Internet and Communications
 - Monitors/Live Feeds/Up-Link
- Next button

POWER REQUIREMENTS PAGE

This page allows power requirements to be described, including the number of 13A and 63A sockets needed, as well as a general description of any other power requirements.

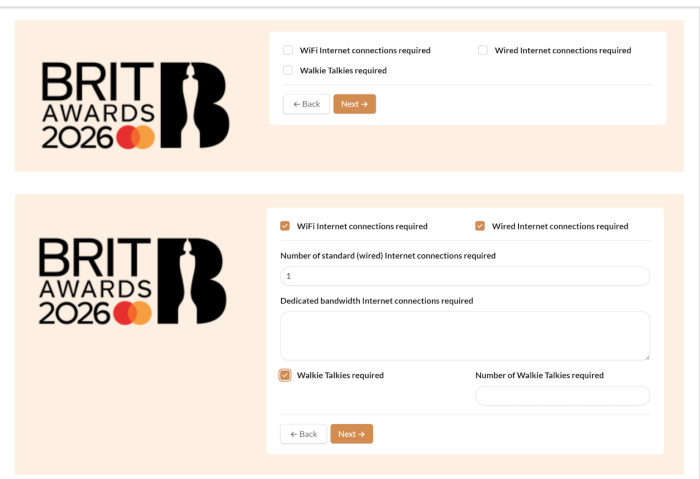


The screenshot shows the 'Power Requirements' section of the form. It includes the event logo and the following information:

- Number of standard 13A power sockets required: 4
- Number of 63A power sockets required: (empty field)
- Other power requirements: (empty text area)
- Navigation buttons: Back, Next

INTERNET AND COMMUNICATIONS REQUIREMENTS PAGE

This page allows Internet connectivity requirements to be described. Ticking *Wired Internet connections required* and/or *Walkie Talkies required* opens additional fields to detail these requirements.



The screenshot shows the 'Internet and Communications Requirements' section of the form. It includes the event logo and the following information:

- WiFi Internet connections required
- Wired Internet connections required
- Walkie Talkies required
- Navigation buttons: Back, Next

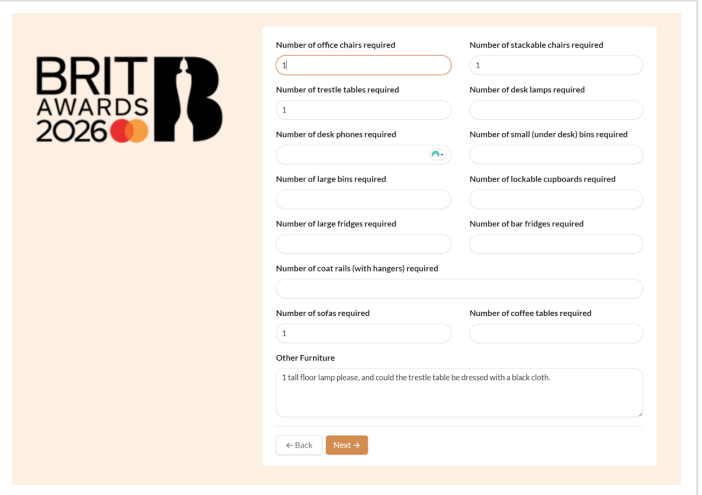
Below this, the 'Wired Internet connections required' section is shown with the following information:

- Number of standard (wired) internet connections required: 1
- Dedicated bandwidth internet connections required: (empty text area)
- Walkie Talkies required
- Number of Walkie Talkies required: (empty text area)
- Navigation buttons: Back, Next

FURNITURE REQUIREMENTS PAGE

This page allows the most common types of furniture requirements to be requested.

Other furniture requirements can be detailed in the final field on the page.



The screenshot shows the 'FURNITURE REQUIREMENTS PAGE' for BRIT AWARDS 2026. It features a grid of input fields for various furniture items:

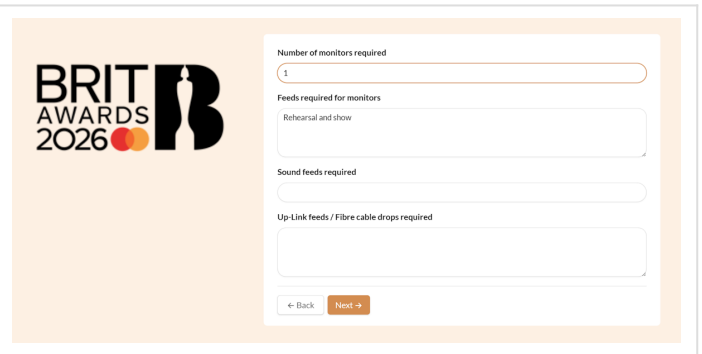
- Number of office chairs required: 0
- Number of stackable chairs required: 1
- Number of trestle tables required: 1
- Number of desk lamps required: [empty]
- Number of desk phones required: [empty]
- Number of small (under desk) bins required: [empty]
- Number of large bins required: [empty]
- Number of lockable cupboards required: [empty]
- Number of large fridges required: [empty]
- Number of bar fridges required: [empty]
- Number of coat rails (with hangers) required: [empty]
- Number of sofas required: 1
- Number of coffee tables required: [empty]

Other Furniture: 1 tall floor lamp please, and could the trestle table be dressed with a black cloth.

Navigation: < Back, Next >

FEED REQUIREMENTS PAGE

This page allows monitor and audio/video feed requirements to be described. It also allows up-link feeds and fibre cable drops to be requested.



The screenshot shows the 'FEED REQUIREMENTS PAGE' for BRIT AWARDS 2026. It includes the following fields:

- Number of monitors required: 1
- Feeds required for monitors: Rehearsal and show
- Sound feeds required: [empty]
- Up-Link feeds / Fibre cable drops required: [empty]

Navigation: < Back, Next >

OTHER REQUIREMENTS PAGE

This page allows a general description of any other requirements.



The screenshot shows the 'OTHER REQUIREMENTS PAGE' for BRIT AWARDS 2026. It features a single large text area for additional requirements.

Please give details of any other requirements

Navigation: < Back, Submit