

PERFORMANCE PREPARATION FACT SHEET

The Balsters'
DUCK SOUP MAGIC SHOW,
THE WIZARD'S APPRENTICE AND THE MAGIC BOOKMARK
and
SEASON'S GREETINGS

Dear Sponsor:

In order to insure that all goes as smoothly as possible, please give this sheet to the primary contact person who will be present at the building where the performance will take place. i.e. Principal, custodian, superintendent, Tech. Director, etc.

A. PLEASE MAKE SURE TO PROVIDE:

- (1) 2-3 crew members/contact people to meet us upon our arrival (approximately 3 hours prior to the performance) to show us to the performance area, to help load and unload scenery before and after performances, and to run the lights, the special effects & props, and the sound during the show(s). These requirements are flexible; the Balsters will be in touch with the Tech. Coordinator.
- (2) Lighting: If on a stage, an amber and a light blue wash certainly adds to the show. However, a basic wash is all we really need. At times during the show we do need house lights when we bring people up from the audience. If in another space, i.e. cafeteria or gymnasium, we use full house lighting. We can work under any lighting your facility has.
Sound: We can use our own sound system. If you prefer us to use your house system, we will need: one or two monitor speakers, a cassette deck, a mic & stand both on and backstage, and somebody to operate the system.
- (3) At least one regular 120v outlet on each side near the stage.
- (4) A clean stage.
- (5) One garbage can.
- (6) One room, unlocked, close to the stage set aside as a dressing room.

In true vaudevillian style the Balsters often travel with their two young sons, so they would be appreciative if a babysitter could be provided during their performance. However, you are not obliged to provide one. If you are not able to provide a babysitter any information you can provide about finding one would be helpful.

B. YOU SHOULD KNOW THAT:

- (1) The performance lasts approximately 1 hour.
- (2) For optimum enjoyment of the performance:
 - a. Students should be prepared by the use of study guides.
 - b. Bells and buzzers should be shut off in auditorium during the performance.
 - c. Shades on auditorium windows should be drawn and doors shut during the show.
 - d. Stage should be at least 12'H x 20'L x 10'D.
- (3) The taking of pictures during the performance is not allowed, nor is the video taping or sound-taping of the show.