

PERFORMANCE PREPARATION FACT SHEET**JOY KELLY SHOWS**

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, janitor, superintendent, Tech. Director, etc.

A. PLEASE MAKE SURE TO PROVIDE:

- (1) 1 contact person to meet Ms. Kelly upon her arrival (approximately 30 minutes before the performance) to show her to the performance area and run lights during the performance.
- (2) Lighting: If on a stage, she requires general stage lighting. If in another space, i.e. cafeteria or gymnasium, she will use full house lighting. She can work under any lighting your facility has.
- (3) 1 chair (no arms) and 1 table (about the size of a card table or 2 students' desks).
- (4) One microphone hand held with a stand.
- (5) A clean stage. If students are seated on the floor, please arrange them with an aisle down the middle.
- (6) 1 room, unlocked, close to the stage that is set aside for a dressing room.

B. YOU SHOULD KNOW THAT:

- (1) Ms. Kelly will arrive approximately 30 minutes before time of show.
- (2) The performance lasts approximately 45 minutes.
- (3) Audience size should not exceed 350. If you are planning to have an audience larger than this number, please contact TheatreworksUSA as soon as possible.
- (4) 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 performance.
- (5) The taking of pictures during the performance is not allowed, nor is the video taping or sound-taping of the show.