

## PERFORMANCE PREPARATION FACT SHEET

JIM WEST PRODUCTIONS'  
**NORTH, EAST, SOUTH, AND JIM WEST**

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 us upon our arrival (approximately 45 minutes before the performance), to show Mr. West to the performance area, help load and unload scenery before and after performances and to run the lights during the performance(s).
- (2) Lighting: If on a stage, we require general stage lighting. If in another space, i.e. cafeteria or gymnasium, we use full house lighting. We can work under any lighting your facility has. It is preferred to have a room that can be completely darkened. Mr. West incorporates "shadow puppets" into his show. If the performance site cannot be completely darkened please notify Theatreworks/USA.
- (3) An electrical outlet.
- (4) A clean stage.
- (5) One six foot table, three chairs and one student sized desk.
- (6) One room, unlocked, close to the stage set aside as a dressing room.

B. YOU SHOULD KNOW THAT:

- (1) Jim West will arrive approximately 45 minutes before time of show.
- (2) The performance lasts approximately 45 minutes.
- (3) Audience size should not exceed 1,000.
- (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.
- (4) The taking of pictures during the performance is not allowed, nor is the video taping or sound-taping of the show.