

PERFORMANCE PREPARATION FACT SHEET**LIVING VOICES'*****The New American; (Anne Frank) Through the Eyes of a Friend;
The Right to Dream; Within the Silence;
Journey From the Dust-A Story of the Depression and La Causa***

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.

PLEASE NOTE THAT THE AUDIENCE SIZE FOR THIS PERFORMANCE MUST NOT EXCEED 100 STUDENTS. IF THIS IS A PROBLEM, PLEASE CONTACT THEATREWORKS/USA WELL IN ADVANCE OF YOUR PERFORMANCE DATE IN ORDER TO DISCUSS.

A. PLEASE MAKE SURE TO PROVIDE:

- (1) 1 contact person to meet the artist upon her/his arrival (approximately 20 minutes before the performance) to show her/him to the performance area.
- (2) Lighting: If in a classroom, the show requires general lighting. If in another space, i.e. band room or library, the artist uses full house lighting. She can work under any lighting your facility has.
- (3) Living Voices presentations have the performer and the image (TV or projection) next to each other. When using a TV & VCR, please have the television set with VCR set on a cart close to a stool or chair for the performer. Please do not use a TV on a wall or ceiling mount - it is important to allow the audience to focus on the performer and the TV at the same time.

The performer will need a microphone. It is preferable to have a clip-on mic, but a microphone with stand is acceptable.

- (4) A clean performance area.

B. YOU SHOULD KNOW THAT:

- (1) The artist will arrive approximately 20 minutes before time of show.
- (2) The performance lasts approximately one class period (45 minutes - one hour).
- (3) 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 during the performance.
 - c. Shades on windows should be drawn and doors shut during performance.

Because of the sensitive nature of the Living Voices programs, it is important that the program not be interrupted.

- (5) The taking of pictures during the performance is not allowed, nor is the video taping or sound taping of the show.

A school official(s) must be present at all times during the performance. At no time should the performer be left alone with the students during the program.

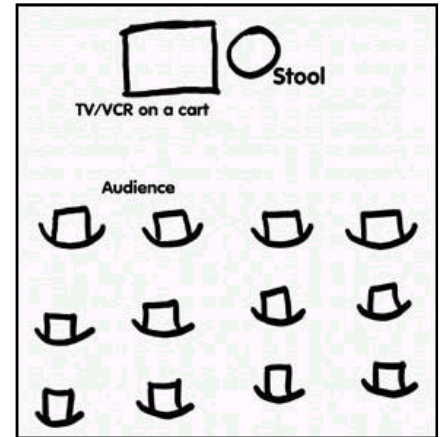
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THANK YOU FOR YOUR COOPERATION AND ENJOY THE SHOW.

CLASSROOM SETUP

Living Voices programs are designed to be presented in any intimate environment like a classroom. A television on a cart, a VCR and a stool is all that is needed in this environment.

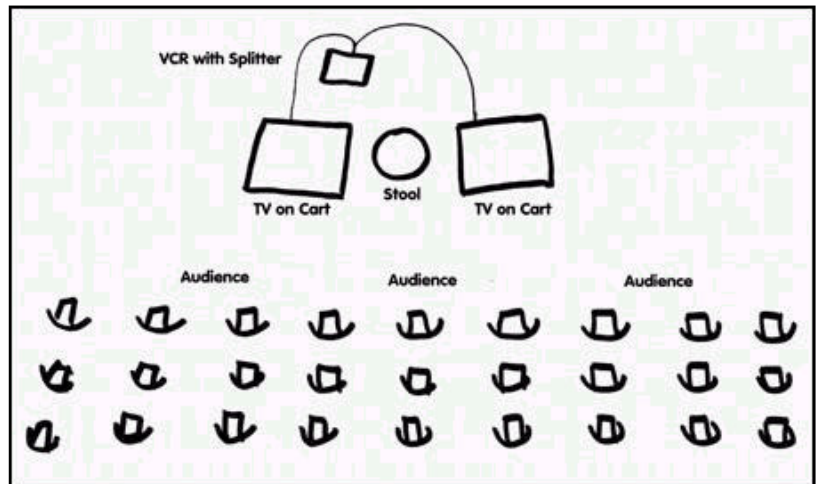
This setup is appropriate for about 30-80 viewers. To the right is a simple floor plan showing how to setup this presentation.



LIBRARY-BAND ROOM SETUP

Living Voices programs are powerful when presented to larger groups in a library or band room. Often two televisions on carts connected to on VCR with a "splitter" and a stool is all that is needed.

This setup is appropriate for about 50-100 viewers. To the right is a simple floor plan showing how to setup this presentation.

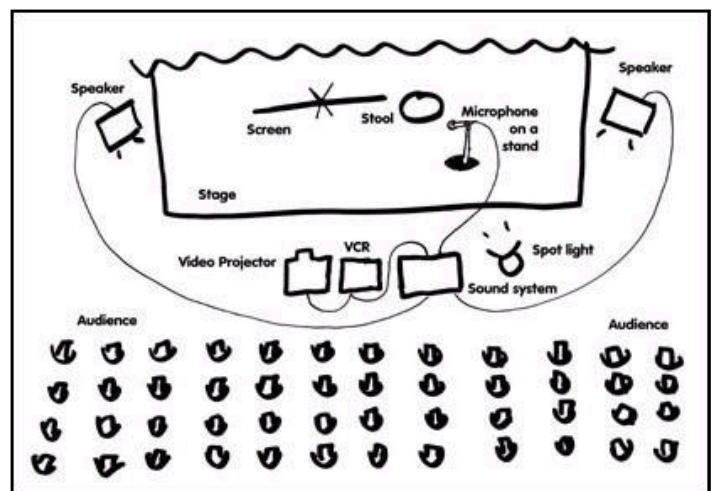


AUDITORIUM / CAFE-TORIUM SETUP

Living Voices programs deliver significant impact when presented to large groups in a theatre setting. This situation will require a video projector, VCR, screen, Microphone on a stand or a clip-on microphone, a sound system/mixer, a special light to provide illumination on the presenter but not on the screen, and a stool.

This setup is appropriate for about 150-500+ viewers. To the right is a simple floor plan showing how to setup this presentation.

A video projector must be in a room that can be dark. Sunlight on the screen will wash out the image.



The most difficult places to present these programs are gymnasiums and cafeterias. If you have no choice and must use a gym or cafeteria or other odd venue, please contact us for advice on difficult setups.