

**PERFORMANCE PREPARATION FACT SHEET****RETUMBA**

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 the company upon arrival (approximately 30 minutes before the performance) to show them to the performance area and run lights during the performance.
- (2) Lighting: If on a stage, they requires general stage lighting. If in another space, i.e. cafeteria or gymnasium, they will use full house lighting. They can work under any lighting your facility has.
- (3) 1 chair.
- (4) If you have a PA system please have three microphones, three stands and a monitor – one of the mic's should be cordless.
- (5) A clean, swept and mopped, stage of 12' x 12'.
- (6) 1 room, unlocked, close to the stage that is set aside for a dressing room.
- (7) Bottled water.

**B. YOU SHOULD KNOW THAT:**

- (1) The company will arrive approximately 30 minutes before time of show.
- (2) Performances can run from 45 minutes to 60+, depending on which program you have.
- (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 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.