

## Tour Actor/director checklist: **Performance Residency**

In preparation for the upcoming residency, use the following checklist to ensure all is ready prior to arrival. The main office will call the Tuesday before the residency begins to determine logistics for your first meeting.

### CONTACT MEETING

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Directions \_\_\_\_\_

\_\_\_\_\_

### AUDITIONS

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Grades Involved \_\_\_\_\_

☐ Open Call

☐ Pre Registration

### REHEARSAL

Space #1 \_\_\_\_\_

Space #2 \_\_\_\_\_

Eating Space for dinner/snack break \_\_\_\_\_

Rehearsal Conflicts? \_\_\_\_\_

### REHEARSAL SCHEDULE

4 ½ hours needed per day. 2 hr. block - ½ hour break - 2 hr. block

MONDAY		Hannah, Planets, Newton, Galileo & Classmates
TUESDAY		Hannah*, Mini-Moons, Earth*, Meteorites
		Hannah, Classmates, Planets
WEDNESDAY		Full Company* <b>STARS &amp; MOONS WILL BE DISMISSED AT 5:30 (after 1st SESSION)</b>
		Full Company ( <i>except Stars and Mini-Moons</i> )
THURSDAY		Full Company*
FRIDAY		Full Company*
SATURDAY		Full Company for PERFORMANCES!

## **PERFORMANCE DETAILS**

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Ticket Prices \_\_\_\_\_

## **PERFORMANCE SPACE**

☐ Stage or ☐ Floor

If on stage, is there a Step Unit from stage to audience? ☐ Yes ☐ No

Are there existing light/sound systems that we can utilize for the show? If so:

Who is the contact resource? \_\_\_\_\_

What are the rules for the equipment?

Does a staff/student need to be with an assistant director (student) to run the lights? \_\_\_\_\_

☐ 1 Dressing Room (large enough for entire group)

☐ Two 110 power sources (plug ins) on separate circuits.

## **INTERNET**

The tour team needs a reliable connection for the week. What access is available and where?

Wifi password: \_\_\_\_\_

## **MARKETING**

**How do you plan to reach/recruit potential participants & their families?** (See "Marketing Strategies" in email or on the website)

☐ Social Media ☐ Flyers & Posters ☐ Press Releases ☐ Local News Outlets ☐ Signups

☐ **Residency Letter: do you prefer a hard copy or an emailed pdf to print?**

☐ **Program: do you prefer a hard copy or an emailed pdf to print?**

☐ Residency fee payment reminder

☐ Remind Sponsor that the Eval Survey must be submitted no more than 30 days after residency for grant purposes

## **ADD ON WORKSHOPS**

- 3 optional workshops are included in your performance residency package!
  - Workshops last approximately 45 minutes
  - 30 participants
  - Themes can be tailored to meet the needs of the community or sponsor
- Additional workshops beyond the first 3 cost \$100/ea.