



SPONSOR CHECKLIST

Performance Residency



In preparation for the upcoming residency, use the following checklist to ensure all is ready prior to our arrival. The Tour Team (Teaching Artists) will call you the Tuesday before your residency begins to determine logistics for your first meeting. To ensure a smooth residency we've put together some reminders and a simple checklist to help you out.

Contact Meeting

Date: _____

Time: _____

Location: _____

Directions: _____

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

Auditions

Will participants:

pre-register with sponsor OR show up at an open-call audition?

Grades involved (K-12): _____

Date & Time: _____

Location: _____

Internet

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

Wifi password: _____

Rehearsal

Space # 1: _____

Space # 2: _____

Eating Space for rehearsal dinner break:

Rehearsal Conflicts (Wednesday School, concerts, etc.): _____

Performance Space

- Stage or Floor
- If stage, is there a Step Unit (stage to audience)?
- Are there stage lights that we have access to?
 - If so:
 - What are the rules for the light booth?
 - 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.

Performance

Date & Time: _____

Ticket Price: _____

Performance Location: _____
