

**SPONSOR CHECKLIST – Performance Residency**

The following check list will help you answer the questions the Tour Actor/Directors will ask during their phone call on the Tuesday before your residency begins.

**Contact Meeting**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Directions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Auditions**

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

Time: \_\_\_\_\_

Location: \_\_\_\_\_

**Rehearsals**

Rehearsal Times: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

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

Eating Space for rehearsal dinner break:

\_\_\_\_\_

Rehearsal Conflicts (Wednesday School, concerts, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Performance**

Date & Times: \_\_\_\_\_

Ticket Price: \_\_\_\_\_

Performance Location: \_\_\_\_\_

**Performance Space:**

STAGE\* OR  FLOOR

\* 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?

DRESSING ROOM

(large enough for entire group)

STEP UNIT (STAGE TO AUDIENCE)

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

\_\_\_\_\_  
\_\_\_\_\_

**The Team will let you Know:**

Approximate Time of Arrival: \_\_\_\_\_

**Housing Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Directions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Notes/Questions**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_