



Technical Requirement Checklist

1) Performance space requirements:

- The performance space or stage needs to be at least 12' x 20'
- We need places to change to the left and right of the stage that are near the stage.
- Both the performance space and the changing areas need to be unlocked when the actors arrive.
- The stage must be clean and free of clutter.

2) Sound System Requirements:

- We will bring our own cordless headset microphones and receivers.
- We need to plug our microphones into your sound system, into either XLR jacks on your sound board on somewhere on or near the stage area.
- The sound system must be of good quality (no fuzziness, etc.)
- The sound system area needs to be unlocked and available for set-up when the actors arrive.

3) Stage Lighting Requirements:

- We need theatrical stage lighting (track lighting) that illuminates the stage and actors.
- This is NOT simple overhead lights that happen to be over the stage.
- The stage lighting control area needs to be unlocked when the actors arrive for set-up.

4) **Merchandise Table Requirements:**

- We need one 8' table that can be placed near the entrance for our merchandise sales.
- We would prefer a volunteer to help run the table.

IMPORTANT NOTES:

- The contact person must be available to meet us at the performance location at least 2 hours before the show starts.
- The contact person must have his or her cell phone turned on, so that we can contact him or her in case of an emergency.
- We need a volunteer that is familiar with your stage lighting and sound system that will be able to run these for us. This volunteer should meet us at least 2 hours before the show starts.