PERFORMANCE PREPARATION FACT SHEET

Queen Nur's

Sweet Potato Pie and Such, Kwanzaa, The Bully-Free Zone, No Mystery in Black History

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 us upon our arrival (approximately 45 minutes before performances in schools, and 1 hour before performances in theaters), to show Queen Nur to the performance area, help load and unload equipment before and after performances and to run the lights during the performance(s).

(2) Lighting: If on a stage, we require general stage lighting. If in another space, i.e. cafeteria or gymnasium, we use full house lighting. We can work under any lighting your facility has.

(3) Sound: Preferred option - 3 lavalier microphones (one for each performer and one for an instrument).
Or - 2 lavaliers and one mic, preferably cordless, on a boom stand.
Or - If no lavaliers are available, three mics on stands.
Or - If you are a school, and have no mics, I can bring my own equipment. Please be sure to inform us well in advance.

(4) An electrical outlet.

(5) A clean stage.

(6) A small table, one chair, and two bottles of spring water.

(7) One room, unlocked, close to the stage set aside as a dressing room.

B. YOU SHOULD KNOW THAT:

(1) Queen Nur will arrive approximately 45 minutes before a school show, and 1 hour before public performances.

(2) The performance lasts approximately 45 minutes.

(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.