



## PERFORMANCE PREPARATION FACT SHEET

Jim West's

# AESOP'S FABLES, MOZART, MONSTERS, & MATISSE, DINOSAURS!, ANIMAL CRACKERS, POP-UPS, PUPPETS, & PARADES & AESOP'S FABLES II

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 Mr. West upon his arrival (approximately 45 minutes before a school show / 1½ hours before a public performance), to show him to the performance area, help load and unload scenery before and after performances and to run the lights during the show(s).
- (2) Lighting: If on a stage, we require general stage lighting. We will use a brightly saturated cyc, with several different looks, if available. If in another space, i.e. cafeteria or gymnasium, we use full house lighting. We can work under any lighting your facility has. It is preferred to have a room that can be completely darkened. Mr. West incorporates "shadow puppets" into his show. If the performance site cannot be completely darkened please notify Theatreworks/USA.
- (3) Sound: We travel with body mics and our own sound equipment. We can patch into house sound with 1/4 inch or XLR.
- (4) An electrical outlet, preferably stage-left.
- (5) A clean stage.
- (6) Two six or eight-foot tables, one small table or student desk, and six folding chairs.
- (7) One room, unlocked, close to the stage set aside as a dressing room.

### B. YOU SHOULD KNOW THAT:

- (1) Jim West will arrive approximately 1 hour before time of show.
- (2) The performance lasts approximately 50 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.
  - d. Stage should be 30' wide and 20' deep.
- (4) The taking of pictures during the performance is not allowed, nor is the videotaping or sound taping of the show.

THANK YOU FOR YOUR COOPERATION AND ENJOY THE SHOW.