

SCHOOL PERFORMANCE SET-UP

DuffleBag Theatre

Performance Details

- Number of Performers: **3**
- Preferred space: Gymnasium floor
- Minimum area required: 15' x 20'
- Prologue recommends this show for grades: **K-8**
- **Maximum audience size for this show: 300** students (or as per contract)

Time

- Artist(s) Arrival/Set-Up Time: **30 mins**
- Performance length: **50 mins**
- Q&A time: **5 mins**
- Artist(s) Load Out Time: **10 mins**
- **Total Time: 1 hr. 35 mins**

Note: Times are approximate and may vary

PERFORMANCE REQUIREMENTS

- Determine a change room/area for the performers
- Advise performers of staff washroom location
- Provide access to a regular power outlet
- Inform the performers of scheduling requirements (i.e. recess, lunch, end of day times, etc.)
- Inform the performers if photo or video will be taken during the show
- **Note: DuffleBag Theatre will bring everything required for the performance. The performers will be wearing identifiable apparel while on school premises.**

Set Up Checklist

- Distribute study guides to colleagues
- Reserve performance space for total time (listed above)
- Ensure load-in is accessible directly from artist vehicle to performance space
- Reserve parking for 1 vehicle
- Arrange for bells, announcements, PA systems to be turned off during performance
- Ensure space is cleaned and cleared prior to artist(s) arrival
- Greet artist(s) at arrival time
- Arrange for students to be seated by the performance start time
- Arrange for teachers to attend and supervise students throughout the show
- Arrange to introduce the artist (see introduction below)

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Artist Introduction — the following is a script you can use to introduce the artist(s) and show.

Good morning/afternoon everyone!

Our performance today is by the "nearly world-famous "DuffleBag Theatre. DuffleBag Theatre started back in 1992 at the London International Children's Festival in London, Ontario. They perform internationally having performed across Canada, in the United States, and in countries like Singapore, Malaysia, Vietnam, and Brunei, but today they are here to perform for us! So Ladies and Gentlemen...

PLEASE PUT YOUR HANDS TOGETHER FOR THE "NEARLY WORLD FAMOUS" DuffleBag Theatre!

Artist Thank You/Outro (for a student)

My name is _____ and my favourite part was when _____.

On behalf of the students at (SCHOOL NAME) _____, we'd like to thank you for coming to our school.

Let's have another round of applause for the "nearly world famous" DuffleBag Theatre!

Thank you for supporting the performing arts. Enjoy the show!

If you have any questions regarding the school performance set up requirements,
please contact us at 1-888-591-9092.

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