

## SCHOOL PERFORMANCE SET-UP

### Leslie McCurdy's "Harriet is my Hero"

#### Performance Details

- Number of Performers: **1**
- Preferred space: **Gymnasium**
- Minimum area required: **20' x 16'**
- Prologue recommends this show for grades: **K-2**
- **Maximum audience size for this show: 80 students, no exceptions.**

#### Time

- Artist(s) Arrival/Set-Up Time: **45 mins**
- Performance length: **35 mins**
- Q&A time: **n/a**
- Artist(s) Load Out Time: **15 mins**
- **Total Time: 1 hr, 35 min.**

*Note: Times are approximate and may vary*

#### PERFORMANCE REQUIREMENTS

- Leslie requires the wide open gym and 4 primary chairs. The library is not suitable for this performance
- Leslie requires access to a change room with a bathroom that is inaccessible to students (preferably close to the performance space)
- The audience for this performance should not exceed 80. Audience maximums are strictly enforced; additional audience members must be approved prior to Leslie's arrival and will be billed accordingly
- If photographs are desired, a 'photo opportunity' can be arranged following the performance. ***NOTE: Due to union and copyright regulations, the taking of photos, audio or video recording is prohibited unless permission is received in advance from the artist/company***

#### 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)

**Artist Introduction** – Please consult the artist as to how they would like to be introduced.

**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.