

## SCHOOL PERFORMANCE SET-UP

### *All-Star Poets*

#### Performance Details

- Number of Performers: **4**
- Preferred space: **Gymnasium floor or stage**
- Minimum area required: **n/a**
- Prologue recommends this show for grades: **6-12**
- **Maximum audience size for this show: 500 students**  
(or as per contract)

#### Time

- Artist(s) Arrival/Set-Up Time: **20 mins**
- Performance length: **45 mins**
- Q&A time: **10 mins**
- Artist(s) Load Out Time: **10 mins**
- **Total Time: 1 hr. 25 mins**

*Note: Times are approximate and may vary*

#### PERFORMANCE REQUIREMENTS

- 2 microphones and a PA system are required
- Please provide water for the artists
- Advise performers of staff washroom location
- Inform the performers of scheduling requirements (i.e. recess, lunch, end of day times, etc.)
- **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** — the following is a script you can use to introduce the artist(s) and show.

**Today, we are pleased to bring you All-Star Poets, featuring 4 of Canada's premiere spoken word artists. Please welcome your host, Brendan McLeod."**

**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.