



TECHNICAL INFORMATION SHEET FOR SCHOOL PERFORMANCES

ArtsPower ★ P: (973) 239-0100 ★ F: (973) 239-0165 ★ www.artspower.org

IMPORTANT TIMINGS TO KNOW

- ArtsPower's cast and crew arrive 2 hours prior to the scheduled performance time.
- Each ArtsPower production is 45-63 minutes long.
- 60 to 90 minutes prior to the performance, the company does a 15-20 minute sound check.
- A 30-minute break between performances is required.

PERFORMANCE SPACE

A stage is preferred but not necessary.

- The ideal performance space is 30 ft. across and 20 ft. deep. Our shows can accommodate smaller dimensions.
- Please contact ArtsPower if your performing area is less than 18 ft. across or less than 14 ft. deep.
- If at all possible, please arrange for minimal activity to occur in the performance space for the 2 hours prior to the start of the show.
- If possible, please arrange for the school bells and announcements to be turned off during the performance.

TECHNICAL REQUIREMENTS

The stage and wing areas should be cleared of all items (i.e. no music stands, band or gym equipment, etc. in the wings).

- The floor should be swept (no solvents, please).
- Easily accessible door for load-in.
- 1 school employee to be on-site contact (usually the custodian).
- If available, 2 additional people to help (not required).
- Access to electrical outlets is necessary.
- 1 6-foot table and 4 chairs.
- Parking for 1 extended cargo van (Ford Econoline).
- Access to clean drinking water for the actors (i.e. clean drinking fountain, water cooler, bottled water, cups).

LIGHTING SPECIFICATIONS

ArtsPower uses the lighting that is available at your school.

DRESSING ROOMS

- 2 dressing rooms be provided that are clean, private, and properly ventilated. Teachers and students should not have access to these rooms for the 2 hours prior to the performance. Some examples are: music rooms, teacher's lounge, or classrooms that are adjacent to the performing space.
- 2 lavatories that are clean and private must also be provided. These facilities must contain sinks with hot and cold running water.
- We understand that this may be difficult for your school to provide. Please address this with the stage manager when he or she contacts you to arrange for a suitable substitute or compromise.

PUBLICITY

- **No video taping, audio taping, or taking of photographs during the performance is allowed.** If you would like to take photographs following the performance, contact ArtsPower's production department at 973.239.0100 (ext. 17) for permission. You may also speak with the stage manager prior to the performance to arrange for photographs after the show.
- If you are interested in having a Question and Answer session with the actors, please contact the production department prior to the performance.

ENJOY THE SHOW!!