

The requirements on this page apply to most productions. Please use this to help make your event a success, and contact In Jest at (716) 575-5378 if you have questions or issues. *For bigger events and productions, see page 2 for additional information.*

### "STAGE"

Productions can be adapted to almost any clean, well lit space. If possible, however, arrange for an area with at least 12' wide x 8' deep x 9' high of clear space. Depending on the setting, consider using a sturdy platform or stage for best visibility.

### SOUND

If driving to your event, the performer can usually provide a sound system. If the performer is flying to your event or if a sound system is requested on the invoice/agreement, see page 2.

### LIGHTING

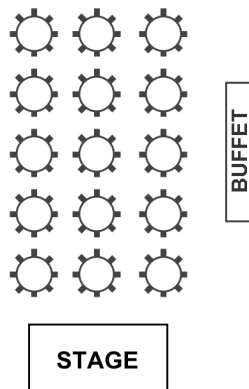
Good lighting is crucial. The entire production area should be lit evenly. Please check and fix lights in advance as needed. For bigger events and productions, see page 2.

### SEATING

In general, viewing from the front is best, and the closer the audience sits, the better. For theatre style seating, rope off back rows or set up only as many seats as necessary. For banquets, see examples below for ideas.

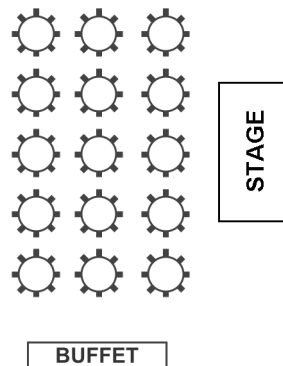
#### BAD

Some seats far away.



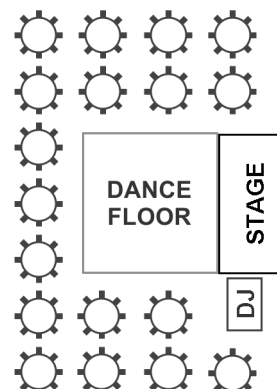
#### GOOD

Everyone has good seats!



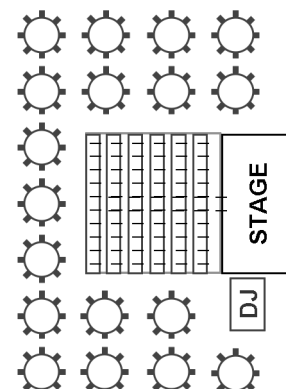
#### BAD

Seats too far and on sides.



#### GOOD

Preset chairs on dance floor!



### OTHER PROVISIONS

Consider decorations or other extras to set the tone for a fun event. In Jest can provide ideas and resources upon request.

Ask permission from the performer before photographing or recording any production. Also, please provide the performer with a copy of any marketing materials and reviews.



The requirements on this page typically apply to bigger events and productions IF REQUESTED on the invoice/agreement for your particular event. Please contact In Jest at (716) 575-5378 if you have questions or issues.

### **STAGE**

*If requested*, arrange for a clean, well lit stage with at least 16' wide x 12' deep x 10' high of clear space. The stage should be at least 2' or 3' high with steps in front and a dark backdrop.

### **SOUND**

*If requested*, please provide a sound technician and quality sound system with: (a) an XLR input for performer's wireless microphone receiver, (b) an input at stage left for performer's iPod music player, and (c) a handheld microphone for the person introducing. Though the performer will bring a microphone, please provide a quality wireless lapel microphone for backup.

### **LIGHTING**

Good lighting is crucial. The entire production area should be lit evenly. Ideally, front and back lighting should come from 45 degrees or more above, or 45 degrees or more to the sides.

*If requested*, please provide a lighting technician and prepare a general wash and warm wash. The performer can give ideas and cues for using these effects, as well as for "extras" such as chases, downstage center special, and follow spotlights as appropriate to the production.

**IMPORTANT:** If house lights will be dim or off during the presentation, have two par lights available to place on the *floor* behind the performer to light up the high space.

### **TECH REHEARSAL**

*If requested*, arrange to have the stage and all technicians available for set up and rehearsal at least 2 hours before the production.

### **LODGING**

*If requested*, provide one non-smoking room for overnights at a preferred area hotel, and confirm the arrangements with the performer at least two weeks in advance.

### **TRANSPORTATION**

*If requested* and performer is flying to your event, please provide transportation to and from the airport and hotel to the place of performance.

### **PROJECTOR/SCREEN** (for some keynotes and ministry events)

*If requested*, provide technician, projector, screen, laptop, and remote for PowerPoint slides which will be supplied on a flash drive. If possible, set screen upstage right or left, not center.

### **OTHER PROVISIONS**

Please provide bottled water, and a changing room with a mirror and access to a restroom.

Ask permission from performer before photographing or recording any production.

Please provide performer with a copy of any marketing materials and reviews.

For ticketed events, please provide complimentary tickets for performer's guests as needed.