



Arrival Guide for The Pro Kids Show

The guidelines listed provide our needs for presenting the program in your school.*

Please feel free to print and distribute. Scott will arrive at least one hour prior to the assembly starting time.

He will set up his own sound equipment and backdrop.

- Please use the parking sign to direct Scott on where to park. Keep in mind that he has several large, heavy, cases that must be loaded and unloaded. It will be important to park as close as possible to the STAGE entrance.
- Please clear the stage and performing area. 2 or 3 chairs and a table will be needed. *(This should be set up, PRIOR to Scott's arrival.)*
- Plan to seat the students on the floor allowing a center aisle. _____(initial)
- Place chairs along the sides for the seating of the teachers.
- If you are setting up a "portable stage" please be aware that it should be at least 16' x 16'.
- A 110V outlet (regular household type) will be needed, within 15' of the stage/performing area.
- It would be helpful to have a bottle, or cup of water (no ice) for Scott, before the Assembly Program.
- Please place a set of steps in the center, in front of the stage, leading down to the floor. _____(initial)
- Chorus risers may be used if no stairs are available.
- IMPORTANT:** Please inform any teacher/class who may usually meet in the performing area (i.e. Physical Ed teacher) that the performer will need to start setting up 1 hour before the start of the program.
- Please make sure that arrangements are made to accommodate that class.
- Please check the technical conditions of the performing area. *(i.e. lights that are burned out, outlets that don't work, etc.)*
- Scott will need a private dressing area to change for the assembly and family night. *A teacher's lounge/restroom will be fine. **Please note: A student restroom is not acceptable.***

"I have read the above guidelines and have initialed the two details indicated."

DATE



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In addition to assembly details, the following guidelines would be helpful for our family night presentation.

Family Night set-up details:

- Scott will arrive one to one-and-a half hours before the Family Night starting time.
- If you are having the Family Night Show, and do NOT have a permanent stage, then portable platforms need to be set up before the Daytime show. A total of 16x16 area is needed. (They normally come in four 4'x8' sections.) If you have questions or concerns about this, please call our office.
- Set up chairs leaving a center aisle. Stairs will be needed as well.
- Start the first row of chairs within six feet of the performing stage. Students will not be allowed to sit on the floor. They must be seated with their parents...after all, it's FAMILY night!
- Most schools do NOT serve refreshments. However, if you serve them, please only serve them after the show.
- It would be helpful to have a bottle, or cup of water (no ice) for Scott, before the Family Night Program.
- Scott will be glad to meet all kids and parents after the show; during his meet and greet" time. As stated in the take-home letter, DVD/CD's may be available at this time.
- I will be sure to inform custodial staff that "loading out" the show will take about 1 hour. (In other words, if the show is over at 8 p.m., Scott will be packing up until about 9 p.m.) _____(initial)

Family Night promotion details:

_____(initial) I understand that the first letter should be sent home with students **one week before** the Family Night.

_____(initial) I understand that the second letter should be sent home with students **on the day** of the Family Night.

"I have read the above guidelines and have initialed the two details indicated."

DATE

Following these suggestions will ensure a better, on time program! Thank you for your help!

*Fax a signed copy of these guidelines to Scott at (877) 359-1615 at least one week prior to the show.