

ENCORE PERFORMING ARTS, INC.
631-423-0747 800-669-9850

**TECHNICAL REQUIREMENTS FOR CRABGRASS PUPPET THEATRE'S
"MR. PUNCH'S CHRISTMAS CAROL"**

**THIS IS IMPORTANT INFORMATION.
PLEASE READ NOW AND SAVE UNTIL THE DAY OF OUR
PERFORMANCE.**

WHAT YOU NEED TO DO WHEN YOU RECEIVE THIS:

- Measure your stage/performing area to be certain that it has **AT LEAST:**
10 feet of depth CLEAR SPACE (front to back; no furniture, etc.)
10 feet width CLEAR SPACE (side to side, no furniture)
9 feet of clearance from floor to ceiling, or from floor to lowest hanging projections (lights, curtains, etc.)
- **IF WE WILL BE ON THE SAME LEVEL AS THE AUDIENCE**, we will need **20 feet of depth** to the front row of the audience and **10 feet of width**. Please keep in mind that we will take up this amount of space from the time we begin setting up until we are packed up after the last performance. Alternate arrangements should be made for lunch or gym classes if they usually take place in the same space. If we are performing on the same level as the audience, the audience should be seated **on the floor** rather than in chairs.
- **IF YOUR AUDIENCE SEATING IS HIGHER THAN THE PERFORMING AREA** (high bleachers, for example), so that the audience is looking **DOWN** at the performers, please let us know immediately,
- **PLEASE CHECK THE LOAD-IN.** This show is designed to **ROLL** into your facility. **IF WE HAVE TO GO UP OR DOWN MORE THAN 4 STAIRS TO GET FROM THE STREET TO THE AUDITORIUM, CONTACT ENCORE IMMEDIATELY** to see if we can adapt to your situation.

BEFORE WE ARRIVE ON THE DAY OF THE SHOW:

- Please be sure the stage is **SWEPT, DAMP-MOPPED, and CLEAR OF FURNITURE BEFORE WE ARRIVE.** If the stage is not ready when we arrive, we may not be able to start the show on time.
- We will arrive **1-1½ hours** before the performance to begin setting up, and will need 45 minutes following the end of the last performance to pack. Please be sure the performance room is available to us for this time period.

**WE PROVIDE OUR OWN SOUND AND LIGHTING EQUIPMENT.
VIDEOTAPING OF THE SHOW IS NOT PERMITTED**

IF YOUR FACILITY DOES NOT MEET THESE REQUIREMENTS, CONTACT ENCORE IMMEDIATELY to see if we can adapt to your situation. It is **YOUR** responsibility as the sponsor to be sure the performance area and load-in meet the above requirements or to notify Encore if they do not.

*****IF YOU HAVE ANY QUESTIONS, PLEASE CALL ENCORE*****