

THEATRESQUARED ARKANSAS SCHOOLS TOUR

It is T2's goal to provide a safe, trouble-free, effective, outstanding professional theatre experience for your audience that will be adaptable for most venues (stages, libraries or multi-purpose rooms). We are currently trying to phase out gymnasium performances, as they compromise the quality of the performance, but we are willing to make some exceptions.

Your cooperation and advance preparation will ensure an effective presentation at your school or venue.

If you represent a school or volunteer organization with limited technical capabilities, don't worry. We will work with you to solve your concerns to the best of our ability. It is crucial, however, that you discuss these concerns with us well in advance of the performance to avoid cancellations. If you have any questions about the contents of this contract, please contact the TheatreSquared Education Department at **(479) 445-6333**.

AGREEMENT FOR PERFORMANCE

This contract will serve as agreement between the school ("Presenter") and TheatreSquared ("T2"). This document should be signed and returned to TheatreSquared at least 30 days prior to the performance date. A copy of this contract should be given to the principal, vice-principal, or other administrator responsible for the school or venue's facilities.

1.) THE PRESENTER ENSURES THAT THE FOLLOWING REQUIREMENTS WILL BE MET:

STAGE/PERFORMANCE AREA:

- The company requires an indoor performance area that is at minimum **18 feet deep by 18 feet wide**. This space should be cleared of all obstructions (including tables, chairs, boxes, orchestra or gym equipment, etc.) and swept/mopped prior to the company's arrival.
- Height from the stage floor to the ceiling or any overhead obstruction (such as hanging lights, beams, ductwork) must be at least **12 feet**.
- The Tour Manager may delay the start of the performance at his or her sole discretion if technical requirements have not been met or if the actors' safety is at risk in any way.

LIGHTING:

- Although theatrical lighting is not required, the entire performance area must be sufficiently well-lit to provide safe and effective visibility. A custodian, staff member or student technician must be present when the company arrives to show the Tour Manager how to access and control the lights.
- If the venue has stage lights, the company requests a bright, even, full-stage wash with ample front and top light. Individual lighting cues are not required. All lighting adjustments during a performance must be authorized by the Tour Manager.

SOUND:

- The company travels with a self-contained, portable sound system which is operated by the Tour Manager. A standard three-prong electrical outlet is required, in close proximity to the performance area. If the outlet is not easily accessible, an extension cord of appropriate length must be provided.
- The company may or may not use body mics for voice amplification. The presenter may choose to use its own floor mics or other amplification, as long as they do not interfere with the performance, which shall be at the Tour Manager's discretion.

LOAD-IN/LOAD-OUT:

- A clear path is required from the load-in area (wherever the company will park to unload) to the performance space. All necessary gates/doors should be unlocked upon the company's arrival.
- The performance space must be exclusively available to the company for 60 minutes prior to the performance, and for 30 minutes following the performance. No classes, clubs, rehearsals, or other activities should be scheduled in the space during this time.

PARKING:

- T2 requires parking for one large passenger van in close proximity to the performance space.
- If these vehicles cannot remain in the loading area during the company's time at the venue, the presenter must notify T2 in advance, and make other parking arrangements for the company.
- The presenter shall be responsible for delayed performances and/or parking fines or tickets incurred as a result of incomplete or incorrect parking/loading information provided by the presenter.

TRAVEL/DIRECTIONS:

- A street address of the performance venue and detailed directions on how to find the advised entrance at the performance venue must be provided by the presenter with this signed contract.

HOSPITALITY:

- **Changing Room:** T2 requires one clean, well-lit, private, secure room in reasonable proximity to the performance space for their use as a changing room throughout the company's time at the venue. This room must reasonably accommodate 5 adults. A classroom or office is acceptable as long as the presenter provides adequate privacy by covering windows and doorways, and ensuring that there is NO foot traffic during the company's time at the venue. Please note that a public restroom or locker room is NOT acceptable for this purpose.
- **Bottled Water:** The presenter must provide the company with at least ten (5) 16oz. bottles of drinking water at room temperature prior to each performance.

PERFORMANCE:

- Students/audience should be seated no less than 5 minutes PRIOR to performance.
- The presenter will provide at least one teacher/chaperone/staff member for every 40 students, who will remain in the performance space for the entire duration of the performance, and should be distributed throughout the group of students (not gathered at the back or sides).
- If at all possible, systems that produce excessive noise (HVAC, school bells/buzzers, PA announcement systems) should be turned off or silenced in the performance space.
- Classes or activities adjacent to the performance space (particularly gym or music classes) must be quiet during the performance.

2.) T2 AGREES TO PROVIDE THE FOLLOWING SERVICES:

PERFORMANCE /TALKBACK/WORKSHOP:

- The company will arrive to set up approximately 60 minutes prior to performance.
- **Performances** will last 46 minutes. Audiences must be a minimum of 60 students. There is no maximum limit.

At the presenter's discretion, they can add-on a talk-back and/or up to two workshops during the day of the show.

- **"Talk-backs"** will focus on the theatrical experience and the life of a working artist. They are most appropriate for students interested in careers in the arts. Talk-backs are best for groups of 5-30 students, and are designed to last 15-30 minutes.
- **"Workshops"** will be arts-integrated cross-curricular experience led by the actors/teaching artists. Workshops are most appropriate for content-specific classes (English classes for "Poe Show", Science classes for "The Science Show", etc). Workshops are best for groups of 25-40, and are designed to last one standard class length.

3.) PERFORMANCE INTERRUPTIONS/CANCELLATION POLICY:

- **If the presenter is unable to fulfill any of the requirements specified above**, the Tour Manager shall have the authority to stop or cancel a performance at any point if he or she feels the actors' safety is at risk due to technical factors onstage, environmental conditions in the space, or the behavior of the audience.

4.) COST OF THE PERFORMANCE:

- **The PER PERFORMANCE Fee is \$1000.**
- This performance fee **INCLUDES** the performance **AND** all add-on workshops or talk-back sessions.
- The **ARKANSAS ARTS COUNCIL** and T2 Education partners have agreed to **SUBSIDIZE THE ENTIRE COST** of your booking with the following conditions:
 - 1.) The performance must occur – with a minimum of 60 students attending.
 - 2.) The feedback form must be returned to T2 a minimum of 5 school days after the performance.
- **If the presenter cancels the performance less than 10 school days before the performance, they are responsible for ¼ of the FULL UNSUBSIDIZED cost of the performance.**
- **If the presenter cancels the performance less than 5 school days prior to the performance, they are responsible for ½ of the FULL UNSUBSIDIZED cost of the performance.**
- **If the presenter cancels the performance less than 48 hours prior to the performance, they are responsible for the FULL UNSUBSIDIZED cost of the performance.**

IN SIGNING, THE PRESENTER AND T2 AGREE TO ALL OF THE CONDITIONS LISTED ABOVE:

Authorized Representative for T2

Authorized Representative for the Presenter

Morgan Hicks Date

Signature Date

Director of Education, TheatreSquared

Printed Name _____

Please complete this form before returning this contract.

School Name _____

Street Address _____

City, State, Zip _____

Performance Date _____

Performance Start Time: _____

of Attendees Anticipated: _____

Venue Description (please indicate one)

Traditional Stage

Library

Multi-Purpose Room

Gymnasium

Detailed directions on how to find the advised entrance of the performance venue

Performance Date Contact Person: _____ Email Address: _____

Performance Date Phone Number: _____

ADD ON REQUESTS:

1) 15-30 minute Talk-Back Requested

Yes

No

2) Content-Specific Workshop Requested

Yes

No

If Yes, please provide the following information

Workshop #1

Teacher Name: _____

Class Name: _____

Number of Students: _____

Start Time of Class: _____

End Time of Class: _____

Workshop #2 (workshops can be concurrent)

Teacher Name: _____

Class Name: _____

Number of Students: _____

Start Time of Class: _____

End Time of Class: _____