



Site Coordinator Checklist *You the Man*

Questions? Please contact your Booking Agent or Add Verb Productions (207-772-1167).

_____ Return the following forms ASAP to your Booking Agent's mailing address:

1. Contract _____
2. Logistics sheet _____
3. Directions to site _____
4. Overnight form (if applicable) _____
5. Advocate Honorarium Pay Sheet _____
6. Program Elements Sheet _____

_____ Travel arrangements for actor (if applicable):

- Flight reservations _____
- Airport pickup/return _____
- Lodging arrangements _____
- Transportation to performance site _____

_____ Post-show Panel and Discussion

- Secure the panel members for post-show debriefing _____
- Secure the facilitators for small group discussions _____
- Secure advocates/agencies and "safe room" to be available for crisis intervention counseling _____
- Provide facilitators and panel members with Discussion Guide _____

_____ PROMOTE to secure an audience

- Post flyers and posters around your community at least two weeks before performance _____
- Invite community contacts including parents and local business leaders _____
- Send a press release to local media outlets _____
- Promote via email and social media, including Facebook and Twitter _____

_____ Technical Arrangements

- Secure clip-on microphone, if needed _____
- Arrange for lighting/sound contacts to meet with actor a half-hour prior to play start _____
- Set pieces (two armless chairs; one tall stool; 6'-wide table) at 15' x 20' performing space _____

_____ Information Distribution

- Make copies of programs (file to be delivered by Agent) for audience members _____
- Make copies of informational handouts (if applicable) for audience members _____
- Ensure that Moderator/Discussion Facilitator has information to introduce the play _____
- If at junior high or high school, train and prepare faculty and staff _____
- Arrange for audience evaluations to be administered _____

_____ Ready payment to mail on performance day (Note: Please DO NOT mail to agent or actor)

_____ Fill out Site Coordinator evaluation

**PLEASE NOTE: The following three items are to be mailed to:
Add Verb Productions, PO Box 3853, Portland, ME 04104-3853**

1. Performance Payment _____
2. Audience evaluations _____
3. Site Coordinator evaluation _____