



Logistics Sheet

YOU THE MAN

Return to Add Verb as soon as possible and retain a copy for your records.

Site Coordinator's Name _____

Phone: _____ Emergency or on-site phone _____

Specific Location of Performance _____

Day(s) of the week _____ Date(s) _____ Time(s) _____

1. In what type of space will the performance be held:
___ Auditorium ___ Conference Room ___ Classroom ___ Other(_____)
2. How many audience members are anticipated? _____
3. What is the age range of the audience? _____
4. Where is the designated place for the actor to prepare? (important!) _____
5. Does the performance space have lighting? _____ What kind? _____
Who is the contact person who can assist with lighting? _____
6. Will there be a clip-on microphone available? _____ (Highly recommended in hotel conference rooms, auditoriums and gymnasium settings)
Who is the contact person who will assist with audio? _____
7. Please provide the following: ___2 armless chairs ___ 1 tall stool (no back) ___ 5' to 6' table
___1 flip chart & stand
The performance area needs to be AT LEAST 15' deep by 20' across.
8. Name of moderator introducing the program? _____
- 9. DISCUSSION IMMEDIATELY FOLLOWING THE SHOW MUST BE DONE IN SINGLE GENDER GROUPS.** This is for safety as well as efficacy. Decide what type of debriefing will occur:
___ full group discussion? ___ small group discussions?
10. Professionals who'll be on site during the performance, panel discussion, and post-show to provide crisis intervention:
DV support _____
SA support _____
Other professionals _____
11. Are there any special circumstances or recent events that we should know about?