



SITE COORDINATOR CHECKLIST FOR YOU THE MAN

This checklist will help streamline bringing **YOU THE MAN** to your school or community. You should receive a call from ADD VERB Productions a week or so before the program date to confirm that all pieces are in place. Please be sure to contact ADD VERB at any time if you have any questions or concerns. Thank you for your attention to this checklist!

- Make contact with DV and SA advocates and coordinate schedules.
- Double check performance and scheduling conflicts: bells, intercom interference, sporting events, school events?
- Return all of the following forms ASAP to Add Verb:
 - 1. Logistics sheet _____
 - 2. Directions to site _____
- Secure panel members and DV/SA professionals for post-show debriefing, and/or facilitators for small group discussions.
- If at a school, train faculty and staff. Secure adults to be in “trouble zones” during performance – especially in high school audiences.
- Secure an audience! In high schools, is there a concern that students will cut out? Colleges should work with groups on campus, such as Greek Life or Athletics to guarantee an audience.
- Secure safe room and resources to be available for crisis intervention counseling during program.
- Provide for single gender post-performance debriefing.
- Supply facilitators with Troubleshooting Tips, Plot Synopsis, and Guided Questions.
- Copy theater programs and handouts with local resource information to be made available to all audience members.
- Secure clip-on microphone, if needed.
- Secure needed set pieces (___2 armless chairs, ___1 **tall** stool, ___6’ table) and 15’ x 20’ performing space.
- Arrange for lighting and sound contacts to meet with actor ½ hour before program begins.
- Administrator/Discussion Facilitator to introduce program has all necessary information.
- Arrange for audience evaluations to be administered.
- Prepare payment to be mailed on the day of performance.
- Prepare honorariums for volunteer agencies (optional, and always appreciated!)
- Mail the following items to ADD VERB Productions, PO BOX 3853, Portland, ME 04104**

- 1. Audience evaluations** _____
- 2. Site Coordinator evaluation** _____

Post-performance: Complete site coordinator evaluation and return to Add Verb.

ADD VERB Productions Main Office: info@addverbproductions.com; 207-772-1167

Contact: Brandi Mathis, Managing Director

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