Questions? Please contact your Booking Agent or Add Verb Productions (207-772-1167). More detailed information is included in your Discussion Guide – please read thoroughly.

_____Return the following forms ASAP to your Booking Agent’s mailing address:
1. Logistics sheet
2. Directions to site
3. Program Elements Sheet
4. Overnight form (if applicable)
5. Advocate Information Sheet

_____Travel arrangements (if applicable):
• Flight reservations
• Airport pickup/return for actor
• Lodging arrangements for actor
• Transportation to site for actor

_____Post-show Panel and Discussion
• Secure panel members and facilitators for post-show Q&A and/or small group discussions
• Secure advocates/agencies to be available for crisis intervention counseling
• Provide facilitators and panel members with questions from 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/handheld microphones (if needed)
• Arrange for lighting/sound contacts to meet with actor a half-hour prior to play start
• Secure set pieces (three armless chairs, one 3’ tall table) at 10’ x 15’ 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, prepare faculty and staff
• Arrange for audience evaluations to be administered

_____Ready payment to mail on performance day to:
Kirkland Productions, Inc. 8770 Aldwick Dr., Dallas, TX 75238

_____Fill out Site Coordinator evaluation

PLEASE NOTE: The following two items are to be mailed to:
Add Verb Productions, PO Box 3853, Portland, ME 04104-3853
1. Audience evaluations
2. Site Coordinator evaluation