



# Site Coordinator Checklist

## *The Thin Line*

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 \_\_\_\_\_