



School Performance Set-Up

Panoply Theatre Collective – *Clowns Reading Shakespeare*

Performance Details

- Number of Performers: **4 performers, 1 director working as technical assistant/stage manager**
- Preferred space: **Gymnasium floor / Stage**
- Minimum area required: **20' [length] x 15' [depth]**
- Program recommended for grades: **1-8, ideal for middle grades 4-6**
- Maximum audience size for this show: **300**

Time

- Artist(s) Arrival/Set-Up Time: **60 mins**
- Performance length: **45 mins**
- Q&A time: **15 mins**
- Artist(s) Load Out Time: **30 mins**
- **Total Time: 2 hr. 30 mins**

Note: Times are approximate and may vary

Performance Requirements

- Determine a change room/area for the performers
- Advise performers of staff washroom location
- Provide access to a regular power outlet and a power extension if available
- Inform the performers of scheduling requirements (i.e. recess, lunch, EOD times, etc.)
- Inform the performers if photos or video will be taken during the show. Videos and pictures **are permitted** during the performances.
- All non-technical elements provided by Panoply Theatre Collective:
 - 1 hanging banner (2' x 4') with grommets and carabiner clips for easy installation
 - Wooden chest
 - 2 theatre boxes (2' x 2' x 2.5')
 - 1 freestanding costume rack with various costume items
 - 1 freestanding sandwich board with show imagery
 - Various props
 - Bluetooth soundbar (as needed)

Seating: If there is audience seating. The audience sits in the hall seats. If this is not possible, children may be seated on the floor. However, there needs to be a minimum distance of 3 feet or 1 metre between the performing area and the first row.

Technical Requirements:

- Bluetooth Speaker or AUX Cable connection to in house sound system (if applicable)

Panoply Collective prefers to use technical equipment that the school is able to provide. Please contact your booking contact to indicate which items can be made available for use. The group will bring unavailable items.

Set Up Checklist

- ☐ Distribute study guides to colleagues
- ☐ Reserve performance space for total time (listed above)
- ☐ Ensure load-in is accessible directly from artist vehicle to performance space
- ☐ Reserve parking for **2** vehicles
- ☐ Arrange for announcements, PA systems to be held off during performance if possible
- ☐ Ensure space is cleaned and cleared prior to artist(s) arrival
- ☐ Greet artist(s) at arrival time
- ☐ Arrange for students to be seated by the performance start time
- ☐ Arrange for teachers to attend and supervise students throughout the show

Artist Introduction

The following introduction can be used to introduce the artist before the performance, to be delivered by the principal, a teacher, or a student, OR we have a recorded sound file to be played.

“Hello and welcome to Clowns Reading Shakespeare by Panoply Theatre Collective. The clowns will be out soon, but first, we have a few things to let you know. First of all, the show is forty-five minutes long, followed by a 15-minute question and answer session with the artists. If you think you’ll need to get up to use the washroom or to move around a bit during the show, please try to do so quickly and quietly. Secondly, the clowns can be very silly, so you are encouraged to laugh, clap, and cheer along! But remember to also listen well when the clowns are performing. Lastly, the clowns might pick people in the audience to interact with or even ask you to come up on stage! If you’d rather not participate, you can just say no or shake your head! Now... please welcome the Clowns!”

Social Media

Please feel free to post photos of the performance on social media and tag the following handles:



@prologuearts @panoplycollective