

How to Host a Live Performance in your School

When planning to host a live performance in your school:

- Read technical requirements carefully
- Confirm all details about maximum audience size, suitable grade level, space requirements, student help etc. well in advance of the performance date
- Be aware that the maximum audience size will be strictly enforced.
- If you have any questions, don't hesitate to call the arts organization or their booking agent
- Distribute the Study Guide to teachers well in advance of the performance, so that they may provide an opportunity for the students to become familiar with songs or storyline
- Use posters to generate excitement about the performance in the school halls, office or staff room. Or include an item in the school newspaper – it's a special event and it's worth celebrating!
- Designate a staff person to greet the performers upon their arrival and direct them to their performance space and dressing room. Performers also appreciate the special effort shown by providing them with water and even snacks!
- Consult with the company upon their arrival to see if they have any special requirements.
- Designate a staff person or older student to introduce the performance and to thank the performers at the end of the show.

How to be a great audience:

- Live performance is a two way street; the performers contribute by acting or singing, the audience contributes by watching and listening.
- The audience is bound to be excited before the show. This is a good thing. Once the performance begins, the performers are relying on the audience to play their part by watching and listening, as well as participating when they are asked.

The school is asked to follow some simple instructions to help the performers give a great show:

- Begin bringing students into the performance area 15 minutes prior to the scheduled start time
- Plan bathroom trips prior to the performance
- Do not allow students or staff to come in and out of the performance space during the show
- Ensure that teachers remain in the performance area to actively supervise and set an example of performance etiquette
- Ensure that there is no talking during the show
- Ensure that students remain seated unless invited to participate
- Encourage students to ask questions during the Question and Answer period or workshop following the performance.
- Encourage the students to draw or write about their experiences
- You may wish to send student's responses to the arts organization as a thank you

Enjoy the Performance!