



*The information provided on this website does not, and is not intended to, constitute legal advice; instead, all information, content, and materials available on this site are for general informational purposes only. None of our team members are lawyers and they do not provide legal advice. We are showbiz people. These documents are merely references burlesque professionals may find helpful.*

## REQUIREMENTS FOR LIVE APPEARANCES

The following outlines the broad stroke requirements for a live appearance by NAME. Cooperation and advance preparation will facilitate an efficient load in, amazing performance and quick load out. Our needs vary greatly based on the performance and we can be flexible on some items, this document covers the basic areas of concern. Please feel free to contact us if there are any questions or areas that need to be discussed!

### **ABOUT NAME OF ACT:**

*[GIVE A LITTLE HISTORY ABOUT THE ACT/SHOW, INCLUDE CAREER HIGHLIGHTS, OVERVIEW SO THEY KNOW THEY'RE GETTING QUALITY PROFESSIONALS]*

### **AUDIO:**

*[PROVIDE AUDIO REQUIREMENTS. FOR RECORDED MUSIC, WHAT FORMAT YOU WILL PROVIDE TRACK. IF LIVE MUSICIANS, PROVIDE LIST OF INSTRUMENTATION, STAGE PLOT AND INPUTS/OUTPUTS REQUIRED. REQUEST DIRECT CONTACT WITH AUDIO ENGINEER]*

### **ELECTRICS:**

*[PROVIDE LIGHTING REQUIREMENTS, GENERAL LOOK, SPOTLIGHTS, SPECIALS, CUE SHEET ETC. ALSO ANY OFFSTAGE ELECTRICS REQUIREMENTS I.E. OUTLETS IN THE DRESSING ROOM. REQUEST DIRECT CONTACT WITH LIGHTING ENGINEER]*

### **SET/PLAYING SPACE:**

*[PROVIDE REQUIRED STAGE SIZE, FLOOR SURFACE, CURTAINS ETC. REQUEST SITE SURVEY ASAP]*

### **PROPERTIES:**

*[NOTE IF YOU WILL NEED SEPARATE SPACE FOR PROP STORAGE, PROXIMITY TO STAGE ETC. NOTE IF YOU WILL NEED TABLE OR RACKS]*

### **WARDROBE:**

*[NOTE DRESSING ROOM SIZE, NUMBER OF PERFORMERS WHO WILL BE USING DRESSING ROOM, POWER REQUIREMENTS, FIT OUT—MIRRORS, TABLES, CHAIRS, LIGHTING, RACKS ETC.. BATHROOM/SHOWER ACCESS. ALSO, NOTE WHAT TIME YOU NEED ACCESS TO THE DRESSING ROOM]*

### **LOADING & UNLOADING:**

*[NOTE HOW YOU WILL BE TRAVELLING, NUMBER OF VEHICLES, AND REQUEST ACCESS AS CLOSE TO THE STAGE AS POSSIBLE. REQUEST A SECURE STORAGE SPACE. REQUEST CLEAR DIRECTIONS AND PARKING INFORMATION AS EARLY IN THE PROCESS AS POSSIBLE.]*

### **BROADCAST/VIDEO:**

*[IF THE EVENT IS BEING FILMED OR BROADCAST, REQUEST A MEETING WITH THE DIRECTOR OR CAMERA CREW TO TALK THROUGH BEST CAMERA SHOTS SO THEY DON'T MISS ANYTHING! REQUEST DIRECT CONTACT WITH VIDEO CREW]*

### **SOUND CHECK/RUN THROUGH:**

*[NOTE HOW MUCH TIME YOU WILL NEED TO SOUND CHECK, FINALIZE BLOCKING, AND RUN THROUGH SET/SHOW. NOTE WHAT VENUE STAFF IS REQUIRED TO ATTEND ETC..]*

**STAFF/FACILITIES/HOSPITALITY:**

*[NOTE HOW MANY PEOPLE ARE IN THE POSSE AND WHAT THEIR ROLES ARE. REASONABLY REQUEST BEVERAGES AND FOOD TO BE PROVIDED. IF MEAL BREAKS ARE SCHEDULED AND MEALS ARE PROVIDED, ASK FOR YOUR COMPANY TO BE INCLUDED]*