

PRO-KIDS Daytime Assembly Details

Our needs for a successful assembly!

1. PARKING

Tim will arrive 60-75 minutes before show-time & check in at the office. He will then need to park as close as possible to the performance area entrance. He has several trips with large, heavy cases, curtains, & sound equipment.

2. ON THE STAGE OR GYM FLOOR

Please clear the stage or performing area as much as possible. 2 chairs and a 6 or 8 foot table will be needed. Please have this set up prior to Tim's arrival. We will also need one regular 110V outlet within 15' of the performing area and one wastebasket.

3. SEATING

Plan to seat the students on the floor allowing a center aisle, with chairs along the sides for the teachers.

4. PORTABLE STAGE (for schools that are also having the Family Night)

If you are setting up a Portable Stage, please be aware it should be at least 8' x 24'. SEE PICTURE.

Tim prefers to be on the short end of the gym, so the audience is not seated as "wide." The stage should also be opposite of where people will enter.

5. STAIRS

Please place a set of steps in the center front of the stage, leading down to the floor. Chorus risers may be used if no stairs are available.

6. COURTESY TO TEACHERS

Please inform any teacher/class who may usually meet in the performing area (i.e. PE teacher) that Tim will start setting up one hour before the start of the program. Please make sure arrangements are made to accommodate that class.

7. RESTROOM

Please be prepared to direct Tim to a staff restroom to change for the shows. Please note: A student restroom is not acceptable.

For the Daytime Show, that's it! We'll set up our own sound equipment, curtains, and all the rest!

GETTING READY FOR THE FAMILY NIGHT SHOW

1. Tim will arrive 75-90 minutes before the Family Night Starting Time.
2. Again, if you are having the Family Night Show, and do NOT have a permanent stage, then portable platforms need to be set up before the Daytime Show. SEE PICTURE BELOW. If you have any questions or concerns on this, please call our office.
3. Set up chairs leaving a center aisle. If you place two chairs next to each other, that is the exact width of the aisle that we need.
4. Start the first row of chairs within SIX FEET of the performing stage. We know that you might think that is too close. It isn't. Trust us. Students will not be allowed to sit on the floor. They must be seated with parents... after all, it's FAMILY Night!
5. Most schools DO NOT serve refreshments. However if you must serve them, please only serve them AFTER the show.
6. Tim will be glad to meet the kids and parents after the show during the MEET & GREET time. As stated in the take home flyer, DVD's & show items will be available at this time.
7. Here is a typical Family Night schedule:
 - a. 6:15pm DOORS OPEN
 - b. 6:30pm SHOWTIME
 - c. 7:30pm SHOW ENDS/MEET & GREET BEGINS
 - d. after everyone leaves, Tim starts packing up and leaves between 8:30pm and 9:00pm

PORTABLE PLATFORM NOTES:

For schools that have the Family Night, a stage is needed. Tim will set up on this when he arrives for the Daytime Assembly. Please have it ready in advance.

**garbage can, one 8' or two 6' tables, and chair behind the stage.

**8'x24' stage is preferred for the best show. Can work on 8'x16' at the minimum.

**stairs are front and center



FAMILY NIGHT PROMOTION DETAILS

The first letter should be sent home with students ONE WEEK before the Family Night.

The half sheet flyer should be sent home with students ON THE DAY OF THE FAMILY NIGHT. DO NOT SEND THIS HOME EARLY – PLEASE!

If you are having a double Family Night, we recommend that you invite families with last names A-K to the first show (typically 5:45pm) and families that are L-Z to the second show. (typically 7:30pm)

We do not recommend that you require sign ups or "tickets" in advance. For several reasons, this often results in smaller crowds. If you have questions, please call our office at 1-800-227-3253. For day of the show questions, Tim Hannig's mobile phone is 815-274-9662.