



## **PROGRAM INFORMATION**

**Content of Program:** Normally 18 to 25 poems are performed in a program. Each program is designed to account for the grade level of the audience, the literature available to the schools, audience involvement, and any necessary permission by the author or copyright holder. A show list is sent with each contract or participating school (see below.) You may also direct teachers to go to our web site and navigate to the Current Shows page to find the lists of poems.

**Grade Levels:** K-2, 3-5, 6-8, 9-12, or any one grade level or any combination of grades within these four groupings. It is suggested that audiences be “age-leveled” where possible.

**Audience Size:** Our average audience is 200 to 400 students depending on the facility. We have found that in an echoing gymnasium, performing for even 200 students is sometimes difficult. Our main goal is to reach as many students as possible, but all need to be able to see and hear (without amplification, see Equipment below.)

**Performance Space Requirements:** Minimum 5’ x 10’. If there is a depth of 5 feet from the front of the stage to the curtain, we will perform in front of the curtain. We can also use open space. In this setting, students should be seated on the floor, theater-style. The Poetry Alive! team will assist in seating arrangements where necessary.

**Equipment:** Two sturdy, armless, straight-backed chairs. Water (no ice), cups. Performances are usually accomplished without microphones for average audiences. Wireless microphones are appreciated, but are not necessary unless audience size and/or facility will prevent adequate projection.

**Materials:** The current season’s show list for your grade group(s) is included. Additionally, follow-up activities for the teachers are included for distribution.

**Length of Program:** Usually 30-35 minutes for K-2, 35-50 minutes for all other age levels, not including student seating/dismissal time. We try to adapt our show to a regular classroom period. Let the performers know what time you want the show to end and they will adjust accordingly.

## **PROGRAM INFORMATION (Continued)**

Set-up/Take-down Time: 5 minutes. The team will arrive at least 30 minutes before the first scheduled activity to check out the space and setup, allowing enough time for adjustments.

Classroom Follow-up: If you have contracted for classroom follow-ups, schedule them to take place after the show. Using the assembly show as a springboard, Poetry Alive! will demonstrate how the students can use performance techniques to experience poetry more fully. The performers will also answer the students' questions. Ideal classroom size should be limited to 35 students. Students in the follow-up should have attended the performance. Teachers who are free during the follow-up period are welcome to attend.

Teacher Workshop: If you have contracted for a teacher workshop, schedule it at the end of the school day. The workshop is approximately 45-60 minutes in length. It is designed to introduce teachers to the basics of using performance as a pathway to understanding, experiencing, and appreciating poetry and the connections of performing to reading and writing.

Lodging: If you have contracted to provide lodging, we require two single, commercial, non-smoking rooms with phones in each room. The performers need rehearsal and preparation time, and must be able to conduct Poetry Alive! business such as contacting schools for upcoming shows.

**The rooms must be pre-paid before the team arrives unless direct billing arrangements have been made between you and the motel.**

NOTE regarding a common misunderstanding: Using a credit card to guarantee a reservation usually will not suffice as "pre-payment" and motels may not let the team check in until they have an imprint, payment, or payment arrangement. Please ensure that the rooms are truly pre-paid before the team's expected arrival.