

"Tap Into Reading"

-->> Technical Requirements <<--

Enclosed find...

- PR: enclosed are photos and press releases for submission to local papers. A sample cover letter is below.
- If I've made any errors, date, time, spelling, or other errors I haven't thought of, please call me at (617) 733-9298

Please note: I will begin loading-in and setting-up in the performing space about 1 & 1/4 hours BEFORE the performance.

For the performance I will need...

- Directions to your exact location. *Thanks much!!* Send to: 43 Houston Ave, Milton MA 02186
- Please **NO Yahoo/Internet** directions ... (Believe me, you do better directions than a computer !!)
- AC power (3 plugs) at the performing space (or extension cord from AC power)
- 3 chairs (adult sized, any kind is fine)
- 2 tables, each 4' to 6' long... or one 6' table, and several desks that can be put together
- a quart of bottled spring water (it saves my car being filled with great cartons of bottled water)
- a parking spot very near the performance area for loading in and out
- a place to change before and after the program (I only need 5 minutes... please, not a bathroom--little boys, you know, sometimes...when I take off my shoes to change... need I say more?)
- if the performance is outside, my performing space **MUST BE**:
 - everyone in the shade, with the audience NOT looking towards the sun backed by a wall behind me, or a large open space behind me (* NO traffic or people passing behind) on flat ground (I use a portable tap floor that's flexible--it won't work well bent at all angles)

Regarding the press materials I'll send you:

Newspapers respond better to you -- someone in their community -- than to me.

I will send three press packets with photos for the local papers.

If you could put a cover note on official stationary one each PR packet saying essentially:
"_____ [your org], [if applicable include: the Local Arts Council, and the Mass. Cultural Council] is sponsoring Bob E. Thomas, storyteller and dancer on _____ at _____."

We appreciate any publicity you can give us-- listing, notice, or especially an article and photo in the newspaper, so that people will know about the program we're offering."

IF they publish something, please clip and send me any news articles. The newspaper articles are extremely important in documenting my work, especially for grant-funded programs. I need the article and the newspaper's front-page banner-title, eg. Stoneham Sun banner from front page and the entire article.

**** I'll gladly reimburse all costs & expenses in your sending me any clippings--just send me a note with how much I owe you!! ****