

Re: When the Animals Danced

Enclosed find... PR photos and press releases for submission to local papers. A sample cover letter is below.

Please note: I will begin loading-in and setting-up in the performing space at least one (1) hour BEFORE the performance.

For the performance I will need...Directions to your exact location. Thanks much!!

--- 73 Adams Ave, West Newton MA 02465 -or- email: bob@bobethomas.com -or- fax: (617) 733-9298

--- Please **NO** Yahoo/Internet directions ... (Believe me, you do better directions than a computer !!)

- 2 chairs (semi to adult sized, very stable chairs, although good folding chairs are fine)
- 2 tables, 4' - 6' long
- AC power (1 plug) at the performing space (or extension cord from AC power)
- 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 or a large open space (* in the distance behind me minimal cars/people passing)

- Regarding the press materials: newspapers respond better to you -- someone in their community
- -->>> Please put a cover note on official stationary one each PR packet saying essentially:

"We _____ [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."

- **Then... if they publish something, please clip and send me any news articles**
The newspaper articles are extremely important in documenting my work. I need the article and the newspaper's front-page banner-title, eg. Stoneham Sun. **** I'll gladly reimburse all costs & expenses !! ****

- A flat performing space (I use a portable tap floor that's flexible--it won't work well bent at all angles)

Thanks very much!!! *Bob Thomas*