

THE ADVENTURES OF **ELISHA**

CONFIRMATION LETTER

We are grateful to God that you are hosting 'The Adventures of Elisha'. This letter is to let you know what we need from you to make sure the production runs smoothly.

BEFORE THE EVENT

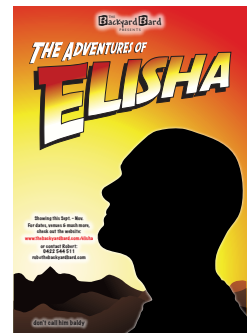
Confirm details on website

We have put the details of your Elisha show up on our website. Please confirm these details are correct, including the time, date and best description of the location of your venue.

<http://www.thebackyardbard.com/elisha/shows.php>

Promotional Material

At least a month before the show at your venue, you will receive a pack with a Promotional DVD, posters and postcards to help you promote the show within your community. The DVD will have several clips of different lengths which you can show on the weeks leading up to the event. The postcards are there for your community to invite friends to the show.



On the Elisha website we also have material which you can download and use. There are videos and graphics that can be used in Church bulletins, advertising on your website and powerpoint presentations. Please see:

<http://www.thebackyardbard.com/elisha/promo.php>

A3 Posters Provided

Financial Matters

The two main financial configurations for the show are to either pay to host the show outright or for us to charge tickets at the door. If you are paying for the show outright, you will receive an invoice for the \$480 which will be due by the date of the performance. Otherwise tickets will be \$12 per person. If there aren't enough people to cover \$480 (i.e. 40 people) then we ask that the host pays the difference.

Facebook Event

We will create an 'Event' page on Facebook, the popular social networking website. We'd suggest that you nominate a person in your community to be responsible for this page and to invite people in your community using it. Please pass the details of your nominated person on to us so that we can give them the appropriate privileges.



ON THE DAY

Access

We will need access to the venue at least 2 hours before the show begins. Please send us contact details for a point-person that will open up for us and will be able to let us know how we can set up and use the space.



Sound and Lighting

The show will begin and end with multimedia presentations. Please confirm with us that you have the following equipment:

- A projector
- A sound-system
- A DVD Player with remote control or a way to attach our laptop.



Please have a tech person available to work with our sound and lighting person at least an hour before the show begins. Please also let us know if you have any lighting which we can use.

Front-of-house

We will have a team of people who will be there to set up the foyer area. This area will have information posters about the story of Elisha, background music will be played on a CD player, and tables with information about the Backyard Bard will be set up. Please let us know if it is inappropriate to sell Backyard Bard DVDs and CDs and snacks.

How performance will run

The show itself, including the multimedia will be almost 90 minutes. We advise that you don't have anything in the program besides the performance.



We are looking forward to presenting this amazing story for your community.

Robert Turnbull

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