

The Foundation: Checklist

Organizationally:

- Environmental audit of your facilities / venues
- Clear booking arrangements
- Box office ticketing policies and seating plan
- Feedback mechanism
- Front of house policies and staff training
- Accessible marketing material and web content
- Keep up to date on language and concepts

Performance-Specific:

- Performance audit
- Artist Negotiation / Buy In

Preparatory Materials:

- Visual Story development & preparation
- Familiarization Visits
- Promotion / Media Events
- Partnerships with relevant organizations
- Travel and parking guidelines

At the show:

- Prepared Staff and Artists
- Welcome speech detailing what RPs are
- Chill Out Space
- Clear Signage
- Feedback Area
- Pre-performance introduction
- Post-performance Q&A

Some typical performance adjustments for Relaxed Performance:

- Doors remain open to the lobby/foyer
- Lighting in audience remains on (though often slightly dimmed)
- Production lighting effects slowed, or given less intensity
- Production sound effects slightly reduced
- Screaming or shouting reduced in volume, intensity or length
- Visual effects (i.e. stage haze) reconsidered, and well communicated
- Surprising actions (i.e. entrances/exits/violence/sexuality/explosions) adjusted
- Actors return to stage to say goodbye to the crowd as themselves (not their characters)