

## **Hospitality**

- Lodging provided for the Team (normally 4 single guys and 4 single girls, but that is subject to change depending on the needs of the school/homeschool group).
- Because of the busy schedule at the Logos Theatre, Academy of Arts Administration members (Dr. or Mrs. Chavers, Mr. or Mrs. Ken Hines, Noah or Nicole Stratton) do not normally travel. If a specific request is made for an Administration member to join the team for the Seminar week, please have private lodging (hotel, prophet's chamber, etc.) available for the Administration member.
- If a married couple, or a married couple with child(ren) are part of the team for your group, please provide private lodging for the couple and their child(ren).
- Meals provided for the Team for the entire week.

## **Arrival and Departure**

- The Team will plan to arrive on Sunday evening. During the drive to the school/ church, the Team Leader will be in contact with the Administrator/Coordinator about the specific arrival time.
- At the end of the week, the team will plan to leave on Saturday morning. If there is a performance planned for Saturday, then the team will plan to leave Sunday morning.

## **Venue Specifics**

- One (1) room designated for Costume use for the entire week (at least 15 ft. by 30 ft.). For security purposes, it is helpful for the room to be locked at the end of each day.
- One (1) room designated for Makeup use for the entire week (at least 15 ft. by 30 ft.). For security purposes, it is helpful for the room to be locked at the end of each day.
- One (1) room designated for Tech Storage use for the entire week (at least 15 ft. by 30 ft.). For security purposes, it is helpful for the room to be locked at the end of each day.
- One (1) room designated for the Team's use for meals and meetings.
- It is helpful for the team to have a private room to keep their belongings in during the day, as well as to have private meals to effectively communicate and plan throughout the week.
- Auditorium with a stage that is at least 32 feet wide by 12 feet deep.
  - Please have the windows blacked out for the performance.
- The team must have access to the stage for the entire week and cannot tear down any sets or lighting for any other events.
- The Seminar team brings their own stage lights and sound equipment. However, the team will need to have access to the main power panel to hook into the power. A leg of 220 volts is sufficient. The team will have a trained individual to hook into the panel.
- It is helpful if the performance space has a video projector. If this is a problem please contact the seminar coordinator.

## **Video Recording**

- The Academy of Arts does not provide videoing equipment or any form of video of the production. All videoing is to be handled by the group.
- If the group is selling a DVD of the production, the group will pay a 10% royalty fee to the Academy of Arts due the Monday after their seminar week is held.

## **Program Format**

- On Friday night at 7:00pm, the production will begin.
  - The start time may differ slightly depending on what is confirmed by the Team Leader and the Administrator/Coordinator.

- There will be no intermission for either the high school or elementary production. All concessions should be sold at the beginning or end of the performance.
- As soon as the performance concludes, the Academy of Arts team leader will:
  - Give some brief closing comments and recognize and thank a few people.
  - Give an opportunity for 3 to 5 young people to give a brief testimony about the week.
  - Close the evening in prayer.
  - Immediately following the closing prayer, 10 minutes will be given for group pictures.
- Nothing will be added to the program format without prior permission and a full check by Noah Stratton. (Examples: slideshow, memory video, etc.-these items should be saved for a cast party and not for the performance evening).
- When pictures are completed, all students will change out of their costumes, return them to the Costume Room, and then help tear down the Academy of Arts equipment and clean up the Venue.
- We ask that no students will be permitted to leave before the trailer is packed and the trailer doors are shut unless given specific permission by the Administrator/ Coordinator.
- If the School/Homeschool Group is just doing ONE play it will be Friday night at 7:00pm.
- If the School/Homeschool Group is doing ONE play and would like to perform that one play two times there will be an additional charge of \$250.00
- If a School/Homeschool Group is doing a High School Play AND an Elementary Play in the same week, then the Elementary Play will be performed Friday night at 7:00pm and the High School Play will be performed Saturday afternoon at 2:00pm.

### **Payment Terms**

- Please note the Seminar Costs Information for more specifics.

### **Tryouts**

- Tryouts should be held no later than 1 ½ months before your scheduled seminar week. Once tryouts have been held, a total number of students involved should be submitted to the Academy of Arts and ½ of your fee is due once tryouts have been held.