



ALPHASHOWS Generic Touring Letter & Teacher Cheat Sheet

The time is fast approaching for your school to experience an Alpha Show! This is a generic document, so please check the documents that have been sent to you previously in the post or on email specifying your specific date and time. If you want your specific touring pack re-emailed, just send an email to info@alphashows.com.au

PLEASE KEEP THIS DOCUMENT, as I know you may not have time right now to read it all, and it has important details that may be more relevant closer to your performance date! If you like, you can assign **2 x Year 6 'Theatre Captains'** to take care of some of the items listed, like photocopying the Cheat Sheet for teachers, preparing the room, blacking out windows, turning off smoke alarms etc.

Here is the general checklist of things to organise before the event, as well as a teacher cheat sheet, which is attached below this checklist.

PRE-SHOW ACTIVITIES EMAILED TO ALL TEACHERS

Download the various documents, link below, and email them to any teacher who has a class at the show. Also download the LOGISTICS GUIDE - this is for YOU. Please read this thoroughly to prepare for the day, as this 1-page Touring Letter & the enclosed Cheat Sheet doesn't cover everything! You may want to send the documents targeted for AFTER the show to teachers only after the performance, so as to not overwhelm them.

These documents can only be downloaded from our website:

<http://www.alphashows.com.au/downloads>

VENUE OPEN, SPACE CLEARED & BLACKOUT WINDOWS

Alpha goes beyond any previous expectations of what shows can normally set up in such a short time. So we work very hard! This means we are on a really tight deadline to make this happen for you! Some of our requests may seem pedantic, but from experience, it's the only way we can make the event happen for you. Please help us to make sure your show is on time and running smoothly! Here is what we request:

- Before we arrive, remove all chairs, tables and other furniture, we cannot move these for you. Our set and staging curtains use up the entire area of almost any venue. We are sorry but it's very hard to accommodate any random equipment of yours in the venue, unless the venue is very large
- Find out about the power circuits, so you can advise us where to plug our power in 2 separate circuits
- Please open venue BEFORE the cast arrival time (at least 20 min before this time).
- Please also ensure there is not a class in the hall well before our arrival time
- Due to time constraints, we must arrive and start to setup immediately. Therefore, we have no margin for error, which means we don't have time to sign in at your office! Please, if you require this, we need you to sign our staff in for us. The list of cast members is contained in the document downloads above.
- We cannot move our van after unloading, as it's often hard to get back into position, and it takes up time we don't have. Please arrange appropriate space for the 9m long van to be parked whilst we're there, 6 metres or closer to your venue. An extra fee applies for long distances to the venue.
- You need to unlock the venue, as we cannot take responsibility for the keys for a venue.
- The venue should be free of children, as much as we love them, we love their safety more!
- If you can, try to block out any sunlight. It's pointless if you have skylights, but if possible, it's great to help make the lights look like we're in a real theatre. Also remember, it is ok if your room is too bright for our lights to have an effect... the show will still rock!

☐ ORGANISE START TIME & BACKSTAGE AREA OFF LIMITS

- **ALPHASHOWS** are quite long in comparison (105 min total), so of course, we suggest starting on time. Every minute we start late, will be how late we finish. Alpha will always perform a full show even if you start late. So we suggest bringing in students as soon as you can, up to 15 minutes before start time.
- The entire backstage area once our staging curtains are setup we must ask to be off limits to both children & teachers, as this is where male & female cast both change their clothing, & moving equipment or chairs through the curtaining would also be potentially dangerous or problematic for the set.

☐ ISOLATE SMOKE DETECTORS

All **ALPHASHOWS** use a Fog/Haze Machine. Just to be safe, you should isolate smoke detectors. By law, this is always possible. This fog is approved by the Asthma Foundation and is safe to breathe.

☐ INVITE YEAR 7-10s, KINDERS or COMMUNITY MEMBERS

Many of our customers have given us feedback that older students up to Year 12 and grown ups enjoy the shows too, so feel free to invite anyone else!

☐ BOOKING DEPOSIT PAID & FINAL PAYMENT OF SHOW FEE

- \$300 deposit locks in your date, so if you haven't paid it, we'd appreciate it if you did - thank you!
- The final payment is usually dependant on your final audience numbers, TELL US on the day OR EMAIL US your updated numbers before paying - you then have 7 days to pay from performance date.
- There is a \$50 late payment fee for excessively late payments, please work with us to ensure you pay within a reasonable timeframe! Thank you

☐ ENSURE WE CAN WORK WITH YOU ON THE DAY

As much as we try to make the event as EASY as possible for you, we do still request that you can be available to work with us to make the day the best it can be for the children (our main outcome).

1. On the day, please be ready to meet us at the above time.

You can elect to have another representative meet us if it's an early time, but please come see us as soon as you arrive and are settled in. Whomever meets us upon arrival needs to know how we bring our van in, where 2 separate power circuits are located, and the number of children

2. If you're on leave or away, please assign a new person to work with us who knows about the event.

If this is the case, we'd appreciate an email before the day so we know what's going on

3. QUESTIONNAIRE.

We'll either send you a feedback form on email or give you a printed version. You can either choose to fill this out or not. Please take into account all of the information we've provided you before you give us feedback, so taking ownership of this is probably important and not delegating to someone else

4. BOOKING FOR NEXT YEAR.

We'll discuss with you when we arrive or as we leave whether you want to have us again. It's totally up to you. We offer a cheaper rate for customers who have us annually and tell us on the day - it just makes it easier to do business if we can book you in on the day and can have certainty re: scheduling. It's ok too if you don't book again on the day, you can tell us later, you just pay the standard price instead.

Let me know any other way I can make the day outstanding for you! We're really excited to be visiting your school!

Ben Jackson

Managing Director



ESSENTIAL INFORMATION for ALPHASHOWS

This document has been prepared in lieu of what we used to send out to all customers in hard copies. It instead provides links to these documents on the internet, so that we can save paper and trees! It is also more convenient this way, for you to send around to your colleagues on email.

On the reverse side of this page there is also a quick summary of information **ABSOLUTELY ESSENTIAL** for you to know about your booking and the performance on the day! Please read this and the other documents thoroughly to ensure maximum benefit for your venue/school and audience/students.

LINKS TO DOWNLOAD IMPORTANT DOCUMENTS:

All documents can be found at: <http://www.alphashows.com.au/downloads/>

Alpha Shows Logistics Guide

ESSENTIAL READING. Includes detailed information about how to prepare for the day/setup your venue, technical specifications, and guidelines for teachers during the show / essential info you must know etc.

LINK: <http://www.alphashows.com.au/downloads/>

DIRECT LINK: http://www.alphashows.com.au/download/AlphaShows_logistics.pdf

Pre-show activities & Colouring Sheets

If you wish to maximise the benefit for the children, it's great to cover some various topics and fun activities before the show. This document provides some suggestions and important information.

You'll need to choose which show you wish to download, so go here:

LINK: <http://www.alphashows.com.au/downloads/>

Post-show activities & Worksheets for different year levels

If you wish to capitalise on the 'peak-state' we created for your children during the show, it's great to use this guide as suggestions for great activities after the show.

You'll need to choose which show you wish to download, so go here:

LINK: <http://www.alphashows.com.au/downloads/>

P.T.O.

ALPHASHOWS – SUMMARY & TEACHER CHEAT SHEET



TEACHER CHEAT SHEET

We understand your time is very valuable! We've found that a large proportion of our clients do not get the time (or have the inclination) to read the extensive material we have produced. We hope that you decide to (see above for [links](#) to these important documents found on our website), as we produced it for you because we are so passionate about our product! In case you don't get a chance, here is a cheat sheet, for everything you **MUST** know. Note – these items are all things that have cropped up as issues in the past, so we only include here to make the day the best it can be (not to order you around!). **Remember, Alpha loves you!**

You will have also received a "Touring Letter". This contains a checklist to do before the day.

LOGISTICS:

- Shows work up to Year 10 or so. Invite others.
- Set up 90 mins, pack down about 60-90 mins
- Whole show w/ Question time: about 105 mins; show **MUST START** on time, bring them in ready to start on time. **IF YOU START LATE, WE WILL FINISH LATE, INTO RECESS. WE WILL NOT CUT SHOW OR QUESTION TIME SHORT.** So if you don't want to go into recess/lunch/after school, ensure students are seated by start time on invoice.
- Payment due within 7 days from performance; \$50 fee otherwise. Cancellation and other fees apply too.
- Various other conditions are in effect – check back of invoice – you must sign this!
- No videoing show or kids during show.
- 2 x 15amp power circuits required, without any other appliances on them. **Heaters off.**
- Seat children without an aisle; sensitive children near teachers – not in middle or front
- **Fog machine is safe to breathe for asthmatics!**
- Please don't move chairs away from lighting trees or where we have placed them for safety!!

BEFORE SHOW:

- What to expect – you can use the "screaming & listening" and "sensory acuity" activities in pre-show pack to help them understand how to be the best audience for this type of show. Based on many genres, but pantomime is a big influence, which always has audience involvement, screaming and a lot of fun and interactivity.
- You could perhaps learn Fly Away – the finale song to all our shows. Details in pre-show pack. Download song from website.

SHOW SPECIFICS:

- Show is loud, kids are loud – maximises engagement but is safe (we test the sound level). Prepare in advance, pre-frame them with regards to how you want them to behave as an audience – if they are loud we will turn our sound system up to save our voices!
- Don't shoosh or discourage their participation – let them have fun; but any inappropriate or rude behaviour or clear disruptiveness from one child/group of children, should be dealt with. Either speak to them or seat at back.
- **NOBODY IS PERMITTED BACKSTAGE ONCE WE SETUP! Cast change backstage.** This includes getting chairs or for anything else, so prepare before we arrive.

- **Teachers fully participate – please!** It makes the show SOOOO much better, for the kids and actors. You're the leaders! So please participate and yell out and have energy too. Also, you will be made part of the show by the actors, as children love this – play full out and have fun!!
- Teachers please **STAND** when audience is asked to stand. Do not come on stage.
- **PLEASE DO NOT BRING WORK TO SHOW / laptops**, or be disengaged. It gives permission for children to disengage also. **PLEASE DO NOT COME TO SHOW IF YOU DO NOT WANT TO ENJOY IT.** Tell others.
- Question time is awesome – continue to fully participate and encourage great questions.
- Again – the teachers energy and enjoyment makes a marked difference to the final positive outcome of the entire event. Teachers who sit and disconnect, chat, judge or mark work cause the event to be nowhere near as powerful and enjoyable. We've seen it all – every school is very different – make yours one of our favourites!
- **Fill out questionnaire during show to hand back, if you book before we leave you get a cheaper price!**

AFTER SHOW:

- DO use the anchors we've set (1,2,3 You rock, squeeze fist / hand on heart etc)
- Have some sort of discussion about show / values. Anything you can do to integrate and reinforce main message, or sub-themes, of the show. For activities, use our guides above.
- Remember our shows are a package of 8 shows to cover the 7+ years of primary school originally – as well as their benefits for high school students. Your students will most likely want to see more, so encourage further participation and excitement about our shows (and theatre in general), as well as getting excited about personal development goals and ideas. We'll hopefully be back on an annual basis (if not more often) at your school, so whatever you can do to encourage anticipation and excitement and cement in the idea of an annual visit by us is really worthwhile and beneficial to your students.
- Look for further ways to integrate what we do with what you do as a teacher – contact us on the forums on the website if you have any ideas or need any help from us.
- **Spread the word about Alpha Shows, as we really hardly get out to many schools at all. If you like us, tell others – if a school you talk to books, you'll receive a big discount for your next show – \$5 + GST per student!!**

IMPORTANT: HUMOUR & TABOOS – Is the culture at your school extra conservative?

If so – we want to make the show just right for you! We sometimes use poo jokes and the like to make the children feel at ease and have jokes they understand and find funny. This maximises engagement and rapport, and ensures we have their attention for later in the show when we present the main message in terms of values education. Please discuss with us if a problem before the show so we can adapt to your culture (from a teacher point of view not the children – we just don't want any negative feedback from adults who don't understand the reason for this humour – ie. to engage children at their level). Humour includes very tame sexual innuendo (eg. "you're hot"), teacher inclusion (children love this), teasing/highlighting the villainy of the bad guy (what every kid dreams they had the courage to do, so they find it funny) and some naughty kid level jokes similar to Andy Griffith's "Bad Book" (fart/vomit/burp, that kinda thing) that has been seen as a great way to get kids to read – we use similar strategies. **IT IS IMPERATIVE THAT YOU TELL US BEFORE THE SHOW as we will not appreciate negative feedback if you don't tell us about your culture!** Also – don't over-react, everything in the standard / scripted version of the show is G-Rated, it's perfectly appropriate and fine for 99% of schools, and fits perfectly fine into standard Australian culture and this generation of children (for instance, we never swear in the shows or encourage negative stereotypes or anything like that). **Please just tell us if you are a conservative school and we will mark you as such on our database and alter the show accordingly every year.**