

# A Checklist for Staging your Museum:

## *When you are thinking about doing a performance with Theater, Music, Dance*

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- Division of Labor: which Dept takes lead responsibility for particular mission, goals?
  - Programs? Education? Development?
- Budget
  - Sponsor or Line-item?
- Space:
  - How will you modify the space to accommodate the performance?
    - focus on the artist
      - Do they require or want an elevated platform?
        - Look into equipment, rental or loan
      - How does the artist prefer to relate to the audience
        - proscenium
        - thrust
        - in-the-round
      - What kinds of special equipment is required?
        - chairs
        - music stands
        - other
  - Sound
    - do you need amplification?
      - Check required sound with the artist(s)
      - Look into equipment: rental or loan
  - Lighting
    - Do you need light to define the performance space?
      - look into rental or loan
      - check required building resources:
        - does your current electrical array support the equipment?
  - Rehearsal
    - Does the artist need to rehearse in the space?
      - Yes=>
        - How much time do they need?
        - How many days in advance?
      - No=>What is the latest time the space can be set up?
    - Will there be an intermission?
      - How long?
      - What signals the beginning of it and the end of it?
    - Will there be a post-show discussion or talkback?
      - How long will it last?
      - Who will facilitate it?
      - How long do the artists need between show end and post-show discussion?

- Personnel
  - Stage Manager (may be an organized museum staff member or a professional\*)
    - Runs the event
    - sets the space
    - brings in required staff (lighting, sound, house)
    - interfaces with the artists
    - establish hourly or event pay rate (ask for invoice)
  - Artists
    - How many?
    - How many preparation areas (dressing room)?
    - What kind of load-in or storage will they require?
    - establish hourly or event pay rate (ask for invoice)
    - establish lodging and per diem considerations.
    - establish any special event (post-show or dinner before) schedule
  
- Publicity
  - Among your Audience/ Membership
  - Local Institutions and Partners
  - Local Media and Broader Outlets
  
- Running the show
  - HOUSE
    - When will the “House” open (audience members be let in)?
    - Who is greeting the audience?
    - How many ushers are required?
    - How will the show begin (how do you move the audience into their seats?)
  
  - BACKSTAGE
    - How will the artists be called to the stage?
      - What communication system exists between backstage, technical staff, and House staff?
        - Need walkie talkies? or an app on a smart phone?
    - Provide water and refreshments for the artists in preparation space
  
  - POST-SHOW
    - If facilitating a post-show discussion or talkback, determine how to allow uninterested audience members to depart
    - If hosting a post-show event, assign a staff member to escort the artists and introduce to key board members.
  
  - PHOTOS/VIDEO
    - Get approval from artists before taking any photos or making any recordings
      - Agree how images will be used
      - Determine sharing rights
      - Agree on captioning style
    - Hire or assign a documentarian for the event

**For a helpful range of Sample Contracts prepared by Janet Griffin, Folger Shakespeare Library:  
(Artist Agreement, Commission, Guest Artist Contract, Traveling Show)**

<http://tinyurl.com/FolgerContracts>