



Stories on Stage Online Booking Information and Tech Packet

Thank you for inquiring about a Stories on Stage virtual performance! We want to bring you the most engaging and smoothly run virtual performance that we can so that your audience can enjoy a wonderful arts experience. The process for booking and running your program includes these steps:

1. **Booking & Technical Intake Call:** In this first call, we get a little information about your needs, the goals for the program, and the technical platforms we will be working with. We will also work out the program schedule, including a technical rehearsal/meeting time. See *Technical Intake Talk*, below.
2. **Contract & Deposit:** Once we have the schedule confirmed, we will issue you a contract and collect a 50% deposit.
3. **Confirmation:** Two weeks before the program, you will receive a confirmation call/email to confirm the date and time of the program and the tech rehearsal, and collect further technical information as needed to help things run smoothly.
4. **Tech rehearsal/tech meeting:** In the week leading up to the program, we will have a short tech meeting/tech rehearsal with the InterAct artist, the adult at your site with whom we'll be working on the day of the program, and you or your designated tech person. This meeting is required, and may take as little as 15 minutes if all goes well. We recommend plenty of advance time between the tech rehearsal and the performance, so that we have time to troubleshoot or find workarounds if needed. See *Tech Rehearsal/Meeting*, below.
5. **Program day!** On the program day, the InterAct artist will follow the schedule and protocols we worked out in our tech rehearsal/meeting to log into the system. See *Program Day*, below. Final payment is due within one week of the program unless other arrangements have been made.
6. **Post-program feedback:** We hope that you and the audience enjoy the program! On the program day, we will send you a link to an online survey that can be used to give us feedback on the program, and invite you to share it freely among audience members. We also welcome email and phone calls if you'd like to talk about the program with us. We're always striving to do more and do better, and we really do factor in the feedback we get as we polish our programs and develop new programs, so thank you in advance for your thoughts and responses!

Technical Intake Call

There are many different methods, platforms, and ways to enjoy this program; to be sure we can best meet your needs for the program, we'll contact you for a short call. **Here are some useful bits of information to think about and have ready if you can for our conversation—don't worry if you don't know all of these answers right away, we can figure**

some of these out together! This information helps us get a head start on putting together a fabulous program for you.

- **What is the age range of the audience attending the virtual program?** We have programs for targeted ages/grade bands, family programs, and “all ages” programs, and are happy to help you choose one that's right for you.
- **Do you have specific goals, educational themes, or needs in mind for the program?** This information can help us point you to the best fit program for you, and to tailor a program to your needs.
- **How much time will we have for the program?** Stories on Stage program lengths may be 30 minutes, 45 minutes, or “drop-in” performances of 15 – 20 minutes. Please note all of these times are just the time the artist spends “on stage” performing, and doesn't include time for logging in, getting tech set up, and troubleshooting any issues before the program starts.
- **What accommodations for accessibility, language, and/or student needs can we make so participants can have a meaningful, engaging experience in the least restrictive environment?** At InterAct, we are big fans of Universal Design for Learning (UDL) and bring experience and expertise with working with ESOL/ELL populations. Our programs are designed to be flexible to allow for children to participate in a variety of ways. Please don't hesitate to talk with us about how we can support your audience's varied needs! This information also helps us suggest technical adaptations for the online experience.
- **Where will audience members be while attending the program? From where are audience members tuning in?** Will children be together in one space with adults? Will children be in multiple classrooms with teachers, tuning in at the same time? Will children be in their homes with a family member? Will it be a combination of these?
- **Do you have reliable internet access and the ability to stream video and audio so participants can see and hear clearly?** This program is delivered online, and participants will need internet access, and access to video monitor/screen and speaker/audio.
- **What is your technical setup? What platform do we need? What requirements does your school, site, or school system have when it comes to web conferencing and virtual programs?** For some partners, it works beautifully for InterAct to host the program as a closed Zoom webinar or Google Meet; for others, the school system requires that we use the school system's platform. Don't worry if you aren't sure about this...we can research this together. Also, we may already know your school system's requirements.
- **How do you host guests in your tech platform on the day of the program?** Some systems allow for a guest to log in, others systems involve a few more steps.

Technical Rehearsal/Meeting

This meeting is to do a tech check, make sure everything is working the way we think it's supposed to, and work out troubleshooting and contingency plans. Attending this meeting should be the InterAct artist, you or the person you've designated to be our tech contact, and the adult who will be with the children on the day of the program (teacher or family member) If there are multiple adults who will be there on Program Day, it is fine for just one

or two adults to join us for the tech rehearsal, provided they will take responsibility for getting others ready for Program Day.

In the tech rehearsal, we will do a test-run of logging in to the system together. We will not do a full run of the program, but we will make sure that everyone can log in, access the platform, and both see and hear clearly. We will also work out the answers to the following:

- **How will all participants log into the program platform?**
- **When will the InterAct artist log in? When will audience members log in from school, center, and/or home?** We recommend audience members log in no later than 5 minutes before the program start whenever possible. Barring technical difficulties, the InterAct artists will start the program on time, and we don't want audience members to miss a moment!
- **Who can the InterAct artist contact if there is trouble logging into your school's system, streaming, or accessing audio/video? How can the InterAct artist contact that person quickly?** We will need the name and cell phone number of a person who will be standing by and watching for our message or phone call, and who can offer technical assistance if there's an issue accessing your school's system.
- **What will we do if there is an issue with internet access, audio, or video during the show?** Contingency plans are key to peace of mind during a virtual program!
- **How will we facilitate interaction, group participation, and input during the performance?** All InterAct programs have participation and interaction built into the program, and this can be facilitated in a variety of ways, depending on the program and platform we are using. Different modes of participation require different actions to open chat/mute and unmute audio/start video/etc., so we'll do a quick rundown of how to do that, and what adaptations or contingencies we may need.
- We will also confirm, refresh or refine the information we got from you in your intake and confirmation calls, especially with regard to audience size and location; scheduling; goals, purpose, and outcomes; accessibility adaptations and modifications so audience members can have the most engaging and least restrictive arts experience possible.

Program Day!

On Program Day, the InterAct artist will follow the procedure we worked out in our rehearsal to log in. We encourage you to go over audience behavior with children before the program. A parent-educator resource is provided with handy suggestions for activities and discussion prompts before and after the program. On Program Day, please log in at the time agreed upon, and enjoy the show!

NOTE: Due to copyright and our legal contractual agreements with our artists, the recording of any virtual performance is strictly prohibited. Thank you in advance for your consideration and observance of this rule, and respecting the rights of our artists.

If you have any questions, please feel free to contact InterAct Story Theatre at (301) 879-9305 or at info@interactstory.com.