

DIY Performance Procedures for The Dance Complex

After signing the LOA/contract, DIY Performance renters must complete the following items with The Dance Complex before entering the building at the start of their contract period:

<p>Payment of all contract fees and submission of all W-9(s) for settlement/payout</p>
<p>Marketing materials for distribution by The Dance Complex marketing staff, including official performance title, a 3-5 sentence performance description (minimum), publicity information and credited images of relevant creative team members</p>
<p>Ticketing Information: 2160p x 1080p graphic, ticketing price(s) and discounts, seating holds and comps</p>
<p>Performance Details: Event type (Running time, intermission information, late seating policy, food and beverage needs, content warnings (i.e. gunshots, strobe lights, nudity, blood/gore, offensive language), age appropriateness (any age, 14+, Adults Only)</p>
<p>Detailed schedule(s) for rehearsals, technical rehearsals, and performances during contract period</p>
<p>Production meeting with Dance Complex staff to confirm load-in/strike information, lighting setup, sound setup, audience configuration, ground plan, scenic elements, projections/video, front of house and lobby setup, relevant event personnel, and other important technical details</p>
<p>Schedule site walkthrough with Dance Complex staff, if needed</p>
<p>Program Information (digital with QR code vs printed - supply to the DC)</p>