

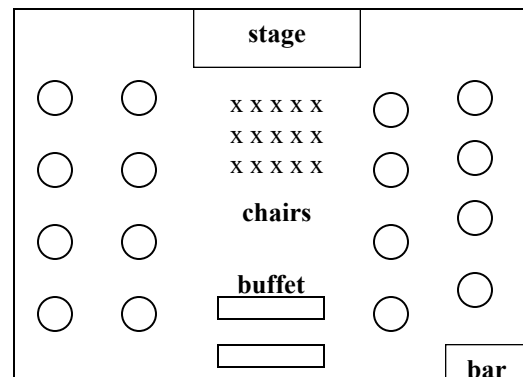
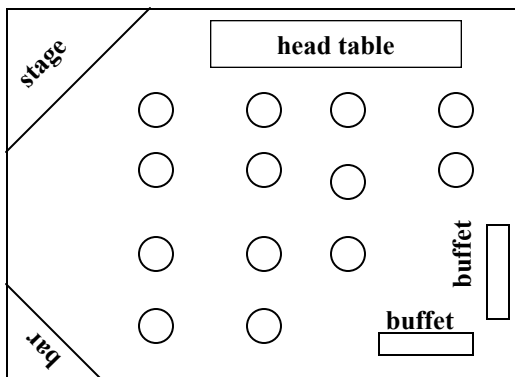
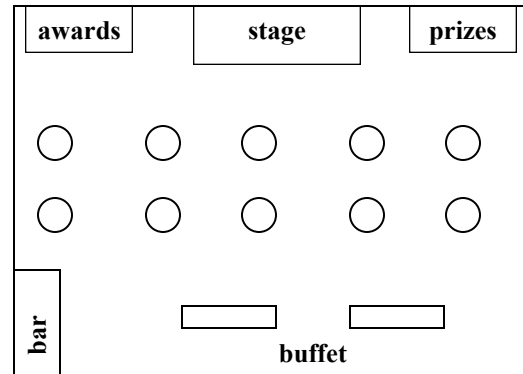
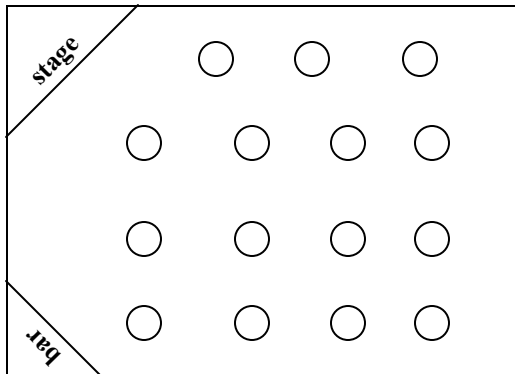


I Want to Help Make Your Event a Success!

Four tips that will help your show run as smoothly as possible!

1. Set up the room for a great show

Take control of this and have the room set up correctly. The audience must be able to see the entertainer. Never put tables behind a performer. Never leave an open dance floor in front of an entertainer. Put temporary chairs there for the show and take them away if there then is to be dancing. **Make sure there is a power outlet near the stage area.** Here are some good room layouts:



2. Keep children at the parents tables

This can hurt your event, especially if the show is for the whole family, adults included. Kids running down to the front so they can see will block the view of the rest of the audience and the show will be considered a “kids” show. Adults will not watch and instead chat and socialize with the other adults. Please keep families together and the show will be a success. Set the room up so everyone can see the entertainer.

3. Introduce the Show

The show should be the first thing on the agenda after dinner (if there is one). Don't have the speeches, give away the door prizes, etc., and then bring on the entertainer. A lot of people may begin to leave. When it's show time, you (or whoever will be introducing the entertainer), needs to get the audience's attention and get them all to focus on the show area. Get their attention and then WAIT for the chatter to subside. Thank them for coming. Now read the introduction card provided by the entertainer. Then sit back and enjoy the show!

4. Know what the entertainer needs

If parking means a potential long walk from the venue, please have a close spot for the entertainer to park so they are not hauling in equipment and props from two blocks away in the rain. If possible, please have a place for the entertainer to change in to get ready for the show-not a public restroom. Be sure of time, day, date, location, directions, show length, dollar amount, type of payment. There is no need for panic on the show day if you are the planner! Relax!