



Fall 2024 Orlando Shakes *Macbeth* Tour Registration Form

School	Contact Person	Title
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School Address	City/State/Zip
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School Phone	Contact's Cell Phone*	Email
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*To be used only on the day of performance for possible urgent communications with school contact.

Option #1: At Orlando Family Stage

_____ Performance and post-play discussion: \$19/student

Please select your date: _____ October 7, 2024 _____ October 8, 2024

Est. # attending performance: _____ Deposit (50% deposit required upon signing of contract)

Option #2: At Your School

_____ Performance and post-play discussion: \$2,000

_____ Performance, post-play discussion and four (4) workshops: \$2,500

_____ Deposit (50% deposit required upon signing of contract)

Est. # attending performance: _____ Est. # attending workshops (140 max., in rooms of 35): _____

Please select your first AND second choice of dates: 1.) _____ 2.) _____

Tour dates are scheduled on a first come, first served basis. We do our best to honor your request.

*For venues that are over 30 miles away, an additional charge of \$200 will be included.

October/November 2024				
Mon	Tues	Wed	Thurs	Fri
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	1

Orlando Shakespeare Theater, 812 E. Rollins St., Orlando, FL 32803
 Info: anneh@orlandoshakes.org 407-447-1700 ext. 208



MACBETH TOUR 2024 PRESENTER AGREEMENT

Agreement between Presenting Organization (“Presenter”) and Orlando Shakespeare Theater (“OST”). This document should be signed, returned along with your deposit, and a copy given to the principal, vice-principal or other administrator responsible for the school or venue’s facilities.

If this is the first time OST is touring to your venue, Our Education Team may want to schedule a site visit to see the facilities. If you feel this is especially important for the performance space in your school or if you have any questions about the contents of this agreement, please contact us at 407-447-1700 ext. 254.

STAGE/PERFORMANCE AREA:

The company requires a performance area that is at minimum 25 feet deep by 35 feet wide. Height from the stage floor to the ceiling or any overhead obstruction (such as hanging lights, beams, and ductwork) must be at least 12 feet. Auditoriums or gymnasiums work well. This space should be cleared of all obstructions (including tables, orchestra or gym equipment, etc.) and swept/mopped prior to the company’s arrival. A trash can is required in the performance area. **Performances cannot be adapted for smaller spaces.**

The performance space must be exclusively available to the company for 120 minutes prior to the performance and for 30 minutes following the performance. No classes, clubs, rehearsals or other activities should be scheduled in the space during this time. Classes or activities adjacent to the performance space (particularly gym or music classes) must be quiet during the performance.

The Macbeth Tour is designed to be viewed from the front. Please refrain from seating audience members to the sides of the [performance area].

LIGHTING:

Theatrical lighting is recommended, but not required. The entire performance area must be sufficiently well-lit to provide safe and effective visibility. If the venue has stage lights, the company requests a bright, even, full-stage wash with ample front and top light. Internal cues are not required. A representative from your school must be present when the company arrives to show the Tour Manager how to access and control the lights.

SOUND:

The company travels with a self-contained, portable sound system which is operated by the Tour Manager. A standard three-prong electrical outlet is required. Please share the location of the outlet with the Tour Manager when the company arrives. The Tour Manager may choose to operate the sound system behind or to the side of the performance area. A small, portable table and chair are required for this purpose.

PARKING and LOAD IN/OUT:

The company requires parking for one 16-foot box truck and 1-2 standard cars in close proximity to the performance space. If these vehicles cannot remain in the loading area during our time at the venue, the presenter must notify OST in advance, and make other parking arrangements for the company.

A clear path is required from the load-in area (wherever the company will park to unload) to the performance space. All necessary gates/doors should be unlocked upon the company's arrival.

HOSPITALITY:

The company requires one clean, well-lit private, secure (lockable) room in reasonable proximity to the performance space for their use as a changing room throughout their time at the venue. This room must reasonably accommodate 10 standing adults. A classroom or office is acceptable, as long as the presenter provides adequate privacy by covering windows and doorways, and ensuring that there is NO foot traffic during the company's time at the venue. Please note that a public restroom or locker room is NOT acceptable for this purpose, unless exclusively reserved for the company.

LUNCH:

When contracting the company for workshops and performance (full day), we ask the presenter to consider providing the company with lunch. Because the actors will be working all day with no real break, they greatly appreciate this generosity. There will be 10 – 12 people in the company. We will provide you with any dietary restrictions in the fall.

PERFORMANCE TIME/TALKBACK:

Students/audience members should be seated no less than 5 minutes PRIOR to the performance. Each performance will last 80 minutes. The company will conduct a post-show discussion/Q&A for 15-20 minutes following each performance.

The Tour Manager may delay the start of the performance at their sole discretion if technical requirements have not been met or if the actors' safety is at risk in any way.

General:

For school performances and workshops, the company requires at least one teacher, staff member or chaperone for every 35 students. They must remain in the performance space for the entire duration of the performance or workshop, and should be distributed throughout the group of students (not gathered at the back or sides).

The use of cameras or any other type of recording device during the performance is expressly prohibited without prior written permission from OST.

WORKSHOPS:

If your school has contracted for the workshops please note the following requirements:

We will need four (4) rooms for the workshops. Each workshop can accommodate a maximum of 35 students, so a maximum of 140 students can participate in the workshops. Please have students assigned to four groups (A, B, C, D) in advance of the Tour day. Please be aware that the spaces should be large enough for 35 students 2 teaching artists to move comfortably. A larger classroom with the desks moved off to the side works well.

A teacher must be present in each of the four workshop rooms at all times. Also, since some of the workshops involve movement, please remind the students to dress appropriately.

INTERRUPTIONS/CANCELLATIONS:

The Tour Manager shall have the authority to stop or cancel a performance if they feel the actors’ safety is at risk due to technical factors onstage, environmental conditions in the space, or the reactions of the audience (including excessive noise, thrown objects, etc., which would inhibit the actors’ safety).

If the presenter is unable to fulfill any of the requirements specified above, the Tour Manager may cancel the performance at their discretion, without refund. The presenter shall be responsible for any unpaid balance.

If the presenter fails to submit a signed copy of this agreement to OST within a month of submitting their registration form, the performance is also subject to cancellation at OST’s discretion, without refund.

Chaperone Requirements:

Orlando Shakes requires a minimum ratio of 1 (one) chaperone for every 15 (fifteen) students. Please limit your number of chaperones attending to a maximum of 1 (one) chaperone per 10 (ten) students. We require that teachers and adult chaperones sit among students, so any disruptions may be kept to a minimum.

I have read and agree to the conditions listed above.

Presenter

Date