The following information will acquaint you with the technical requirements of Noteworthy:

**Performing Area**
The stage must be a minimum of 20 feet across by 20 feet deep. There should be adequate water available offstage (2 bottles per person, per show, 18 total). Upon booking Noteworthy, please send an email to Keith Evans with the performing space dimensions. In the same email, the dimensions for the entire performance hall should be included.

**Sound Equipment**
With regards to microphones, monitors, and a mixing board, Noteworthy will always provide their own. Our microphones and In-Ear Monitors are wireless, and so will use radio frequencies. Unless there is an extenuating circumstance, such as a venue that will be hosting many groups, and therefore be using the same equipment for all to avoid confusion, plan on Noteworthy bringing their own. If there is an exception, please contact Keith Evans immediately.

**Sound Systems**
Noteworthy has a sound system that will be sufficient for audiences up to, but not exceeding 500 people. If the expected audience will be greater than 500 people in the venue, then a sound system meeting the criteria listed below should be provided, either already installed in the venue, or rented from a reputable vendor. The guidelines for sound systems are as follows:

If using a sound system that is installed in the venue it must follow the guidelines listed below in the following paragraph about renting a system. Please send system specs to Keith Evans at least 1-2 months in advance. If this is not possible due to a late booking, please send the information as soon as possible.

If renting a sound-reinforcement system, the promoter will provide high-definition (professional-grade) sound system, with the capability of producing at least 100 dB A without distortion at every seat in the venue. The subwoofers must be controllable by an AUX send. If questions arise, please contact Keith Evans.

**Power**
There must be at least one circuit provided of CLEAN power at the mixing level for the Front of House Rack. On stage, if using Noteworthy's system, there must be 2 circuits per side (2 for Stage Right and 2 for Stage Left) of CLEAN power.
Lighting

Illumination of entire playing area with white/colored washes is necessary. Lighting should be strong from front and sides to maximize light and minimize shadows on performers' faces. Where possible, the venue will provide a lighting technician for a rehearsal before the show(s) and during the show(s). See schedule below for timing.

Load In/ Load Out

Load In: 2.5 hours uninterrupted before scheduled meal or pre-program (Example: dinner, social hour, etc...)
Load Out: 1.5 hours

Dressing Rooms

Securable rooms to accommodate 9 women with adequate lighting, hanging space for costumes, mirrors, and bathroom facilities accessible.

Schedule

At least 2.5 hours before first event (performance, opening social, dinner etc...)
Based on time of performance, the itinerary should follow this time frame:

4:00 Load In- Any lighting and audio technicians that will be assisting with performance should be in attendance- 30 min
4:30 Warm-Up- a piano (acoustic or electric) should be provided in a separate room from the performing area- 5 minutes
4:35 Run-Through- Noteworthy will do a run-through of the show during the remaining time (excluding a 20-30 minutes [see below]) before first event. During this time, the provided lighting technician should mark cues for the performance- 1-1 1/2 hours
5:30 Break before show and continued set up- Noteworthy will eat the meal provided, change into their costumes, make final notes, and mentally prepare for the performance- 20-30 minutes
7:30 Performance- Before allowing anyone into the performing area, or opening house, consent must be received from Noteworthy's artistic and technical directors. Adequate water should be provided to be placed on stage before each set (see "Performing Area" section on amount of water)
9:45 Load Out- allow at least 1.5 hours for the load out

Please send the Performance Site Questionnaire, floor plan, and any additional facility information available to Performing Arts Management. (email: perform@byu.edu)

Also, please send the floor plan, sound system specs, lighting plans, and any other questions or comments with regards to the technical aspects of Noteworthy’s performance to Keith Evans (keithomac33@gmail.com). We are extremely excited to work with you!