

your organization, try to build this into your schedule as well. Apart from anything else, it will help ensure that all those who are invited to attend show up appropriately dressed. By the way, some reception-givers do not realize that performers cannot show up to a cocktail party between 17:00 and 19:00 when they have a performance starting at 20:00. Politely let such people know that the best time to hold a reception is after a performance and that the performer(s) will certainly be extremely hungry so food should be provided for them (and kept hot until they get there), even if the other guests have to do without.

Distribute your schedule widely to presentors, transporters, brokers and to all embassies and consulates abroad assisting in the presentation of your tour, to govern-

ment departments and agencies back home and to all sponsors of your tour. Letting as many people as possible know as much as possible about your itinerary won't hurt.

The following schedules show how Les Grands Ballets Canadiens ended an engagement in Singapore and then moved on to Tokyo for its first performance in that city. Although the engagements in question involved more complicated than normal arrangements for dancers, technicians, musicians and personnel and cargo transportation, they clearly demonstrate the kind of military precision that is necessary in these matters. Part of the reason that all the events on these schedules worked without incident was that all the parties involved had the following information in their hands three months prior to the tour.