

rial to be taken off your truck and loaded onto a barge to be sent to the theatre. Knowing the normal working hours and meal breaks of the local stage staff will also be of assistance to you as your presenter will certainly want you to respect these where possible.

Some organizations have designed their own technical questionnaires which are sent out to all the facilities in which they are going to appear. In this way they can gather information which is specifically related to their own technical needs. This is certainly worth the time and effort if, like a dance company, you rely heavily on an extensive lighting lay-out and its control through a fairly sophisticated switchboard.

From the plans and lists made available to you, your technical people will be in a position to inform you how long they anticipate your technical set-up will take, how many local technicians and wardrobe staff will be required, how much of the locally-available equipment you are going to use and what items you are going to have to take with you.

Similarly, your artistic staff will inform you of the amount of time they will require for rehearsal. If you are aware that an adequate rehearsal studio is available in, or near, the facility, this can sometimes reduce the amount of time that your performers will require on stage. If your preparations are to culminate with a dress rehearsal, you will probably find it best to work backwards from that point to decide how many hours have to be put in to ensure that everything is ready prior to the start of the dress rehearsal (i.e. allowing for a "spacing" or "walk-through" rehearsal for the performer(s), a sound test, a lighting rehearsal, focusing the lighting, hanging the lighting and the scenery, the time taken to "get-in" to the theatre, and so on.)

If your performance requires live musical accompaniment, as does ballet and opera, for example, provision will have to be made for orchestral rehearsal time (and for the tuning of pianos, etc.). Very careful plan-

ning is necessary in such cases. Remember that you will have to mesh the local union rules and regulations governing the employment of both the musicians and stagehands with those that are in force in your own organization. In this context, it is particularly important to be aware of the obligatory breaks that must be accorded to musicians during a dress rehearsal.

In many cases, the foreign rules will differ significantly from those in force in Canada. This might mean that your performers will have to adjust their normal habits or rules to fit in with those in application in the place where you are appearing. They will certainly be more understanding of "when in Rome" principles if you sit down and discuss such matters with them well in advance of the tour. Last minute surprises in this area should be avoided at all costs.

When you type up your schedule, use a different column for each department involved for easier reference, e.g. actors, dancers, musicians, technicians, etc.

Amongst the other details that you will need to know to complete your schedule are the distances and travel times between airports and hotels and hotels and auditoriums. Obviously it is preferable for your hotel to be within easy walking distance of the facility in which you are going to appear as this not only eliminates the cost of taxis or buses, it gives you one less thing to organize.

If your performers are going to be in a theatre for most of the day, it is important to know if there is a restaurant in the theatre or one nearby. If the theatre is in a remote area and has no restaurant facilities, you are going to have to make special arrangements. Pay particular attention to this if you are visiting communist bloc countries.

It is advisable to know if any national holidays are going to occur in any of the countries you are going to visit during the time you are there. Customs clearance on a national holiday is certainly not guaranteed and has, at least, to be discussed in advance.

If an embassy, a sponsor, or anyone else is planning to give a reception in honour of