

## **FIRST TIME ATTENDEE - TIPS FOR PRESENTERS**

### **How will the Conference benefit mean and what should I expect from this experience?**

- Network with new and experienced colleagues in the performing arts.
- Gain insight and knowledge from professional development sessions and other colleagues.
- Meet artists and artist managers/agents and view the work of established and emerging artists and ensembles.
- See live performances of quality artists during the Juried and After Hours showcases.
- Learn about current trends in the field.
- Develop a sense of the field of arts presenting
- Develop a network for future questions and concerns
- Learn how to take your next step in developing your season or event
- A small notebook and stapler are useful for organizing business cards and making notes.
- Don't forget your business cards!

### **What do I need to do to prepare to meet and talk with the artist's representatives?**

- Know about your venue(s)
- Know about your audience's tastes
- Know your budget
- Know your residency needs or wishes
- Know your housing options for artists
- Know your schedule

### **What technical information should I know?**

- Width, depth, and height of stage flooring
- Wing space
- Number of lighting instruments
- Sound and other available technical equipment (clear com systems, etc)
- Type of stage
- Dimensions of apron and/or pit (if any)
- Color of curtains
- Dance floor
- # of legs and borders
- Number of seats in the hall
- Number of dressing rooms / green room/showers
- Loading dock and parking

### **What should artist's representatives be able to tell me?**

- In general, they should be able to determine if their artist can perform in your space (provided you have the above information at hand). In considering your past presentations, and discussing

your current plans, they should be able to determine the compatibility of their artist with your audience (though this is not a guarantee)

- Fee range
- Technical rider requirements
- Possible block booking or routing for the year ahead

### **What booths should I visit?**

- Study the exhibitor list and make a plan in advance. Identify “must sees” and visit them first
- Use the remaining time to visit booths of artists who may be future considerations, and whose work may not be known to you
- Try to block book. (Attend the block booking meetings at the conference) It saves everyone money and often allows presenters to present artists they otherwise might not be able to.
- Do not interrupt another presenter and artist while they are talking.

### **Why attend the showcases?**

Attending the showcases (both juried and after hours) is a crucial part of your educational experience and getting the most out of the booking conference. There are 34 Juried showcases in the conference schedule in four blocks. A panel that judged them for their quality and suitability for northwest touring chose the artists in the Juried showcases.

### **How do I check out the artists I might want to book?**

- Management has materials, brochures, bios, repertoire lists, etc for you to take away.
- CDs, tapes, and videos are also likely to be available. Do not take materials that are not under consideration -these materials are not meant for your personal collections.
- Ask management for references of presenters similar to you in terms of size/audience type

### **What other events should I attend?**

Attend as many of the conference activities as possible, including professional development institutes, workshops, and block booking meetings, the general membership meeting & the keynote dinner. Sign up for a one-on-one consultation if it would be useful to you. The conference offers a host of opportunities for education and professional growth, allowing you new insights on the field. Meal functions and social activities allow time for networking and fun.

### **How can I effectively meet so many people?**

- Set priorities for your time

- Attend social functions, showcases, after hours showcases and meal functions.
- Take business cards to ALL functions
- Follow up with notes, calls or emails to those of importance