

The 3^{1/2} Stories of Christmas: Technical Needs

First of all, don't worry! Beyond the lights and fog machine, most of what the show requires you probably already have in your church somewhere. And Frank is flexible!

If you have any questions or concerns, just call us at **805 498-5154** or email us at runyeonproductions@gmail.com. In general, the show requires:

LIGHTS & SPECIAL EFFECTS

(Within driving distance of LA, Frank can bring some or all of these.)

- **A follow spot** (with strong colors: **blue, orange, red, green, and purple**)
Often local schools or theaters will let you borrow theirs. Or a follow spot can be rented from businesses listed in the yellow pages under Stage Lighting, Theatrical Lighting, Rent-alls, or Music Stores.
- If you have difficulty providing some of the colored gels, don't worry: Frank will be traveling with some, as backups.
- **A fog machine** (Much easier to find than you think--from the same places you can find a follow spot--and inexpensive. We will be using it to provide puffs of smoke when angels arrive "on the clouds of heaven." Although this is not essential, the younger kids do love it! And there won't be a problem with smoke alarms, since we use it sparingly.)
- **2 or 3 "clamp lamps"** (those silver-bowled work lights, which two volunteers will hand-hold as the angels flying above the audience, during the singing of carols)
- **2 or 3 "spotlight" bulbs of at least 90 watts** (to put into the clamp-lamps)
- **4 or 5 extension chords (25-ft., grounded)**
- **Rehearsal is usually two hours before the performance.** (It's fun.)

AUDIO

(Please provide these if at all possible)

- **A wireless lapel mike** (for the angel)
- **A lectern (or onstage) microphone** (for the host to introduce the show)

SET

- **A large Bible** resting open on:
- **An attractive bookstand** on the altar (or a free-standing lectern)
- **2 altar (or candlestick) candles** (for either side of the Bible)
- **2 tall standing candles (or "torches")** (placed at the front of the right & left aisles)
- **A music stand** (for the angel's props)
- **3 plain but attractive chairs** (for Abraham, Mary, and Joseph)
- **1 bigger "throne-like" chair** (for Herod's throne)
- **1-3 standing flags** (an American flag and church flags or banners)
- **2 large plants or small Christmas trees, if you have them**

If you are not presenting the play in the sanctuary, please also provide:

- Steps leading from "center stage" down into the audience, and
- An upstage curtain, if possible.

PROPS

- **1-2 dozen small metal spoons in**
- **2 medium-sized metal bowls inside**
- **1 larger metal bowl** (The angel uses these to “crash” as he arrives on stage)
- **2 packs of matches** (not “clickers”) (Used to light the 2 standing candles during the show.)

3 HELPERS

(teens are fine)

- **1 person to run the follow spot** (no previous experience is necessary)
- **2 teens for the other jobs: the clamp lamps, fog machine, and to light the standing candles during the show**

AN ACCOMPANIST

- **1 accompanist to play the carols** (*Hark the Herald Angels Sing, Angels We Have Heard on High, Away in a Manger, and We Three Kings*--the exact verses we will sing are listed in the Christmas program posted at our website, under PR KIT) **and a few other simple cues:** e.g., just roll a chord when the angels arrive.

Optional:

- **1 cue person to sit with the musician** (a good idea if your musician is busy during the Advent season, and won't be able to make it to the rehearsal. It also helps your musician feel free to relax, and enjoy the show.)
- **A children's choir:** Many churches invite their K-4 children to come 45 minutes early and be part of the “choir of angels,” singing the Gloria from *Angels We Have Heard On High* during the show. We'll seat them up front, and feature them in the spotlight as part of the show. It's also a great way to increase attendance: the whole family will want to come to see their little angel!

OTHER DETAILS:

PROGRAMS:

- **Please make copies of the CHRISTMAS PROGRAM to hand out that night.**
- The program provided on the PR KIT page can be personalized by clicking on the text box on the bottom of the front page, and typing in your church's name and the date of the performance.
- **PLEASE INCLUDE THE WEBSITE AND PHONE NUMBER ON THE BACK OF THE PROGRAM.** (And be sure it came out on your printer!) **This is how we get many of our bookings--which allow this ministry to continue!**
- Some churches have expanded the program into a multi-page “Playbill” and sold advertising space in it to local merchants (printing their business cards, etc.) or personal pages (like a yearbook) to raise funds. If you'd like to do that, it's fine with us!

PHOTOS AND AUTOGRAPHS:

- If you'd like to have a church photographer (or a member of the press) take photos during the performance, please have them arrange the details with Frank.
- Frank enjoys staying afterwards and talking with people. Photos (and autographs) as part of the reception are fine. You may wish to make this “reception” part of publicity.

RECORDINGS:

- Any recording of the performance is strictly forbidden by the professional theatrical unions.

REFRESHMENTS:

- Many churches offer refreshments after the performance. (There is no intermission.) Refreshments add an air of celebration and fellowship that go well with the show. Coffee, milk, juice, fruit, cookies, pastries, potluck desserts, you name it!
- Alternatively, many churches host a supper before the performance, which can be a good way to attract seniors and young families, and increase attendance.

AGE APPROPRIATENESS:

- Children of all ages are welcome at the performance and will enjoy it.
- If someone brings an infant that starts to cry, they can simply step outside for a moment. It's not a problem.

OPENING WELCOME AND ANNOUNCEMENTS:

- Usually, the pastor or event organizer welcomes the audience and makes a few housekeeping announcements (about turning off cellphones, no recordings, etc.).
- No extended introduction of Frank is necessary. His bio is printed in the program.

HOW LONG IS THE PLAY?

- **75-80 minutes**
- **There is no intermission.**
- If for some reason you wish the play to fit into a shorter time slot, let Frank know. Shorter versions of the play are available (e.g., 35-45 minutes, to fit into Sunday worship).

*If you have any questions or problems, call us anytime at **805 498-5154**.*

*Or email us at: [**runyeonproductions@gmail.com**](mailto:runyeonproductions@gmail.com)*

Don't worry, we're flexible!

And thanks again for your help. It should be fun!