

LUKE: Tech Checklist

First of all, don't worry! The show involves no sets or props, and the lighting is very simple. No church has ever had a problem! And people with no theatrical experience can easily execute the technical cues, after a run-through with Frank. If you have any concerns or questions, Frank will be happy to answer them.

Just give us a call at **805 498-5154**, or email us at runyeonproductions@gmail.com.

Here is a checklist of what we will need to put on *LUKE*:

VOLUNTEERS FOR A QUICK REHEARSAL

A group of 2-4 volunteers should be recruited for one quick rehearsal--usually two hours before the show. One or two adults overseeing a group of teenagers is fine. Their jobs will be:

2 MAJOR HELPERS:

- (1) One person runs the follow-spot (no previous experience is necessary)
- (2) The second person reads the cue-sheet for the follow-spot (they need good hearing!)

2 MINOR HELPERS: A third and fourth person will sit in the audience and turn the side-aisle lights on and off by pushing the button on a power strip at a few moments during the play. (Spouses or friends can easily do the side-aisle lights with a quick 1-minute rehearsal, if they are unable to attend the full rehearsal.)

Rehearsal is fun, and it's great for Frank to work with your youth or laypeople to bring the Gospel alive!

TECHNICAL NEEDS:

Beyond the lights listed below, almost everything necessary for putting on the show is probably already somewhere in your building--chairs, music stands, candles, etc. The following list summarizes the technical needs. Again, if something poses a problem for you, just give us a call. We may be able to work around it!

LIGHTS:

A FOLLOW-SPOT

- **PLAN NOW:** to either borrow one from a local school or theater; or to rent one from a theatrical lighting company listed in your yellow pages under Stage or Theatrical Lighting, Rent-alls, or Music Stores.
- **BE SURE TO REQUEST A REPLACEMENT BULB**, just in case.
- **The color gels in the spot should be: pink, yellow, orange, and blue.**
- Ask if the fan in the follow-spot is noisy: one with a quieter fan is best.

OR: if you can't find a follow spotlight locally, the follow spot can be replaced by

- **a halogen spotlight bulb (of at least 90 watts)**
- **mounted in a "clamp lamp"** (those silver-bowled work lights)
- **with 5-feet of aluminum foil**, that Frank will use to shape the light into a follow spot.
- **on top of a solid-backed music stand**
- If you have difficulty providing a pink, yellow, orange, or blue gels for the light, don't worry: Frank will be traveling with some, as backups.

TWO ADDITIONAL 90-WATT WHITE HALOGEN HOUSEHOLD SPOTLIGHTS

- "**Spotlights**" are better than "**floodlights**": spotlights have a brighter center.
- If they don't have halogen, a regular 120-watt household **spotlight** is OK.
- You can pick these up at any hardware store for \$5-8 or so.
- Avoid buying spotlights that are the "Outdoor Accent" brand: poor quality.
- **Floodlights** can be used for the sidelights, if you must, but cannot serve as a replacement for the follow spot.

2-3 POWER STRIPS

- We'll use these to control the sidelights (and center light, if you're using it as a follow spot).

2-3 CLAMP LAMPS for mounting the lights (silver-bowled work lights, \$5-9 at hardware stores)

IF YOU PREFER TO USE TRADITIONAL THEATRICAL LIGHTS:

- Traditional theatrical lights (or par cans) can be used instead of the clamp lamps, but the side lights will be used at close range, so very high wattage should be avoided. The side lights will probably be used as "footlights," and ideally should be mounted on a board or floor mount.
- These lights need to be controlled locally, **not** from a dimmer board, and will need their own power strips.
- A par can hanging on a T-bar placed halfway back the center aisle can be used instead of the follow spotlight, but is very awkward and not recommended.

CANDLES AND CANDLE HOLDERS

- **4 tall white altar candles or "torches"** to stand alone, up front, on the right and left.
If you don't have torches, 4 large candles can be placed on pedestals or small tables.
- **4 non-drip white candles on 2 candlesticks** (or 4 white pillar candles) to be placed on the altar and on either side of the follow spotlight at the back of the center aisle.
- **6-12 white votive candles** to mark the steps in the darkness
(small candles in glass containers: short 1"-2" ones are better than tall ones)

THE SET:

2 CHAIRS

- **A large “rich man’s” chair:** The celebrant’s chair, or pastor’s chair is often good for this.
 - **A simple chair:** A chair from the congregation or from the choir or acolytes works well.
- Both chairs should be attractive, since they will be placed up front. (Avoid shiny metal chairs.) And they should match the colors of the front of the sanctuary or auditorium where the play is being presented.

1 PIANO BENCH

- Frank will lie on the piano bench as several characters, and possibly stand on it for some other scenes, so please make sure it is solid, too. If you don’t have a piano bench, the organ bench, or the front pew can be used instead.

A FEW GREEN PLANTS

- 2-4 green plants help to create an attractive setting up front, and help set the scene for Zachaeus in the sycamore tree and other scenes. (At least one should be tall, if possible.)

2-4 SOLID-BACKED, BLACK MUSIC STANDS

- 2 music stands will be used by the spotlight team, to hold their cue sheets and candles.
- 2 music stands may be used to hold the side-aisle lights

1 LARGE BIBLE & 1 BOOK OF THE GOSPELS (or a second smaller book or Bible)

If you are not hosting the play in a church, please also provide, if possible:

1 LECTERN (to hold the Bible) and

1 CENTER STAGE ALTAR (or table) to hold the Gospel book and 2 candles

CENTER STAGE STEPS – so Frank can walk onto the stage from the center aisle.

TECH MISC:

150 FEET OF EXTENSION CORDS to plug in the 2 clamp-lamps and follow-spot.

Have at least 3 different cords, totaling 150 feet.

Ideally: three 50-foot, or six 25-foot cords. Grounded, 3-pronged extension cords are best. (Pick up 3 adaptor plugs if your outlets are not grounded!)

A ROLL OF DUCT TAPE

You will need a roll of duct tape, to tape down the extension cords, so audience members don't trip over them going to their seats. (But don't duct tape in advance; we'll do it in rehearsal.)

Frank will also use the duct tape to help mount the color gels, which he will bring for the clamp lamps.

A ROLL OF ALUMINUM FOIL

Frank will use 5-foot strips of the aluminum foil to focus the lights, cupping it around the clamp light shells, to narrow the light, and direct it more precisely. He will also use it to put the color gels on the side aisle lights.

AUDIO:

A WIRELESS LAPEL MICROPHONE

Although Frank sometimes performs the play without a mike, it is very helpful during the rehearsal, and, depending on your acoustics, he will probably also use it for the performance.

NON-TECHNICAL DETAILS

PROGRAMS: *Be sure to make copies of the [LUKE](#) program to hand out that night.*

- The LUKE program is available at frankrunyeon.com, under **PR KIT**. The program can be personalized by clicking on the text box below the front photo, and typing in your church's name and the date of the performance.
- **PLEASE INCLUDE THE WEBSITE AND CONTACT INFO 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!**
- The backside of the program has been left blank to provide a place to put thank you's to "angels" or sponsors, the technical crew, the ushers, the people helping with the refreshments and child care, etc., and/or for church announcements. Just click on the text box, and type!
- Some churches have expanded the program into a multi-page "Playbill" and sold advertising to local merchants (printing their business cards, etc.) or personal pages (like a yearbook) to raise funds. That's fine with us!
- If you have any questions about how to adapt the program, just call us! Feel free to alter it as you wish--but **please include the website, phone number, and contact address!**

REFRESHMENTS

Everyone looks forward to refreshments, if you wish to provide them after the performance. They add an air of celebration and fellowship that go well with the Gospel: coffee, juice, cookies, pastries, potluck desserts, sandwiches, you name it!

CHILD CARE: *Please provide a nursery or "crying room," for preschoolers, if possible.*

Children of all ages are welcome at the performance, but if a church is sponsoring, it is always a good idea to have a nursery for preschoolers. Children 7 years of age and older will enjoy the play tremendously, but if younger siblings get restless or noisy, it's good to have a place for them to go.

PHOTOS, AUTOGRAPHS, RECORDINGS

- Frank enjoys staying afterwards and talking with people. Photos and autographs are fine. You may make this "reception" part of publicity.
- No photos should be taken during the performance. It distracts the audience as well as Frank. Frank will arrange photo-ops for the press. Ask!
- Any audio or video recording of the play is strictly forbidden by the theatrical unions.

HOW LONG IS THE PLAY?

- The play is 70-75 minutes long, with no intermission.

***Any other questions, email us at: runyeonproductions@gmail.com
or call Frank at: (805) 498-5154***

He'll be happy to answer any questions you may have!

