

LETTER OF JAMES - TECH CHECKLIST:

LIGHTS:

- Please provide **a follow spot with: a light pink and a rich orange (or amber) gel.** 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 a pink or orange gel for the light, don't worry: Frank will be traveling with some, as backups.

OR: if you can't find a follow spotlight, the play can also be performed using

- **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 both of these prove a problem, give us a call to consult. The play can be performed with all the sanctuary lights on, although the darkness and candlelight do make the setting more effective.

VOLUNTEERS:

- We will need **one helper**, to run the follow spot (any adult or teenager is fine). No previous experience is necessary.
- It is often helpful to have **a second volunteer** to turn the house lights on and off (or Frank may be able to turn the house lights on and off himself, depending on where the controls are located).
- **Rehearsal is usually one hour before the performance.** (It's easy.)

PROPS:

- Please have **10-20 candles** to provide an early church, candlelit ambience.
- What looks pretty: 2-6 standing candles (or torches) coming out from the altar toward the audience; and on the altar, 4-6 altar candles of gradually decreasing height or 1-2 candelabras. But Frank will work with whatever you have. Also:
- **4-8 votives or tea candles for the steps up to the altar (or center stage)**
- **a very large Gospel book or Bible**, which represents the Hebrew Scriptures, and
- **a tilting book stand**, which will allow the open book to rest open on the altar, facing the audience (in front of the altar candles).

MUSIC:

- **Please arrange for an accompanist** and
- **someone with a strong voice** to lead the singing of a hymn before and after JAMES.
- We recommend "**GOD HAS SPOKEN TO HIS PEOPLE**" with lyrics printed in the program (provided at the website under PR KIT). If you need a copy of the music, let us know.
- If you prefer a different hymn, that also echoes JAMES' themes, that's fine, too.
- We will sing the same hymn throughout the evening, whichever is chosen.
- Please be sure to print the lyrics of the hymn in the program.

PROGRAMS:

- **Please make copies of [THE LETTER OF JAMES 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, PHONE NUMBER, AND CONTACT ADDRESS 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 church announcements or thank you's (to sponsors, the technical crew, ushers, people helping with the refreshments and child care...) Just click on the text box and type in your info.
- 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!
- If you have any questions about how to adapt the program, just call or email us! Feel free to adapt it as you wish--but **include the website and contact info!**

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 consult with Frank.
- No photos should be taken by audience members during the performance.
- 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.
- **DVD recordings of other performances will be on sale after the show,** which Frank will be happy to autograph.
- **Please have a table available for these DVD's, with an offering basket.**

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 LETTER OF JAMES*. 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.

CHILD CARE:

- Children of all ages are welcome at the performance and will enjoy it.
- **Please provide a nursery or "crying room" for preschoolers, if you can.** If younger siblings get restless or noisy, it's good to have a place for them to go.

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. The focus should be on the Scripture.

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HOW LONG IS THE PLAY?

- **70 minutes:** *JAMES* is 35 minutes long, followed by *REFLECTIONS ON THE LETTER OF JAMES*, 35 minutes also.
- **There is no intermission.**
- If for some reason you wish the play to fit into a shorter time slot, or prefer an intermission, let Frank know. He's flexible!

ALSO:

CHARACTERS TO THINK ABOUT:

Frank will describe the "characters" in James' church and refer to people sitting in the audience. Nobody has to do or say anything, but it helps bring the story to life to imagine these folks as the characters. You may want to have a couple people in mind for the more important characters, folks that would be appropriate and fun, or Frank can just pick from whomever is in the audience:

- **THE ROMAN** (the pastor, often, or any member of your church; he sits in the celebrant's chair up front, wearing an alb)
- **THE PRESIDENT OF THE SYNAGOGUE** (who sits in the front row, with his wife or family)

Frank will speak to these people for a moment or two before the performance just to reassure them that they don't have to do or say anything, just enjoy listening to *THE LETTER* like everyone else.

Any other questions, call: [805 498-5154](tel:8054985154)

or email us: runyeonproductions@gmail.com

Frank will be happy to answer any questions you may have!

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