

## **MISSION - CHECKLIST:**

**Because the contents of our missions vary, please consult the tech sheets for each play individually, listed at our website, under TECH at [www.frankrunyeon.com](http://www.frankrunyeon.com).**

For your convenience, here is a summary of the non-technical needs that are shared by all the plays. Again, [there are additional technical needs for each play which are not listed here.](#)

### **NON-TECHNICAL NEEDS:**

AN ACCOMPANIST AND CANTOR: (for **AFRAID**, **SERMON**, **JAMES** or **CHRISTMAS**)

- Please arrange for an accompanist and, if possible,
- A cantor, or someone with a strong voice (to lead the singing of the hymns).

PROGRAMS:

- Please make copies of each show's PROGRAM to hand out that night.
- The programs provided on the PR KIT page at the website 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 PROGRAMS. (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 programs 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:

- DVD recordings will be on sale after the show each night, which Frank will be happy to sign.
- Please have a table available for the DVD's, with an offering basket.
- Any other recording of the performance is strictly forbidden by the professional theatrical unions.

#### REFRESHMENTS:

- Many churches offer refreshments after each night's performance. (There are no intermissions.) Refreshments add an air of celebration and fellowship that go well with the Gospel. Coffee, milk, juice, fruit, cookies, pastries, potluck desserts, you name it!
- Alternatively, many churches host a supper before some of the performances, 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 mission and will enjoy it.
- But please provide a nursery or "crying room" for preschoolers, if possible. 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 each night 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 programs. The focus should be on the Gospel.

#### HOW LONG IS EACH NIGHT?

- Each night should last about 75-80 minutes.
- There will be no intermissions.

***For the technical needs for each night, please consult the individual play's tech sheets listed at our website, under TECH.***

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

or email us: [runyeonproductions@gmail.com](mailto:runyeonproductions@gmail.com)

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