

Checklist Tanzwoche

company			
adress	street		
	index, city		
	contact person		
	phone		
	www		
	e-mail		
calculation (all in)			
title			
Brief description of the piece, that people who do not know the piece, get a motivating idea. Concise sentences help to understand. (max 750 characters, incl. spaces)			
Brief description of the company, the theatre, group, or details of the artists. (max 750 characters, incl. spaces)			
Author; music; choreography, Director, stage; costume; light, dramaturgy, contributor etc.			
days of performance			
intermission	yes <input type="checkbox"/>	min	no <input type="checkbox"/>
duration		min	
technical requirements			
technical rider sended:	yes <input type="checkbox"/>		no <input type="checkbox"/>
lighting plan sended:	yes <input type="checkbox"/>		no <input type="checkbox"/>
color of dancestep (Tanzteppich)	optimum: white		
	black may also be okay: no		
DVD sended	yes <input type="checkbox"/>		no <input type="checkbox"/>
time for rehearsal	yes <input type="checkbox"/>		no <input type="checkbox"/>
	(if yes:	hours)	
minimum - setup time	hours		
optimum - setup time	hours		

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props wanted	sented yes <input type="checkbox"/> no <input type="checkbox"/>
travelling persons	number of persons 3 _____ single bed rooms _____ double bed rooms _____
days of	arrival _____ departure _____
advertisement	
photos (5, 300 dpi)	yes <input type="checkbox"/> no <input type="checkbox"/>
press release (max. 600 chars incl. List of artists)	yes <input type="checkbox"/> no <input type="checkbox"/>
further press releases biographies credits	yes <input type="checkbox"/> no <input type="checkbox"/>
poster (max. 20 Stück)	yes <input type="checkbox"/> no <input type="checkbox"/>
flyer (max 200)	yes <input type="checkbox"/> no <input type="checkbox"/>
live stream permitted?	yes <input type="checkbox"/> no <input type="checkbox"/>
remarks	