

54 Capitols, 54 Dancers - Performance checklist

*****The performance will take place Sunday, Nov 10, RAIN OR SHINE!*****

4.30PM Puerto Rico, 3.30PM Eastern, 2.30PM Central, 1.30PM Mountain, 12.30PM Pacific,
11.30AM Alaska, 10.30AM Hawaii, 6.30AM (Nov. 11) Chamorro

I. Days leading up to Performance

✓ Your info:

- * Send email to Marylee and Catherine (director.gsp@gmail.com; catherinebaumgartner@gmail.com) with:
 - * Your name as you want it to appear in promotional materials
 - * Your best contact phone # on the day of the performance

✓ Costume:

- * White clothing of your choice
- * Shoes are optional

✓ Bowl

- * Find a bowl you like, preferably earthenware, any color

✓ Choreography

- * Review choreography as shown in the [video](#)

✓ Support team

- * Identify at least 1 person to do video livestream
- * Optional: identify 1 additional person to call into to conference line (this can also be done by the dancer)

✓ Phones

- * You will need 2 phones: 1 for the conference call and 1 for the video livestream

✓ Facebook livestream

- * Have your video support team member practice setting up livestream video through Facebook. Follow the steps outlined here.
- * It is **strongly** recommended that you/your team try this *before* the day of the event.

✓ Facebook event

- * <https://www.facebook.com/events/470990496818449/>
- * Please feel free to link to this event from your fb page, website, etc.

II. Day of Performance

✓ Phones

- * Make sure phones are charged

✓ Arrival: 30 minutes prior to start of event

- * Arrive at site ~30 minutes early to allow time for parking
- * In order to stay warm and also minimize the possibility of questions, feel free to keep your coat on until just prior to the start of the performance

✓ Site selection

- * We would like all dancers to be positioned on the **bottom step** as shown in the [video](#)
- * If there are no steps, find the best possible spot.

✓ Conference call: 15 minutes prior to start of event

- * Call into the conference line
 - * Choose phone number closest to you
 - * **929.205.6099** US (New York)
 - * **669.900.6833** US (San Jose)
 - * Meeting ID: **224 266 707**

- ✓ **Video: 15 minutes prior to start of event**
 - * Log into Facebook and navigate to the [54,54 event page here](#)
 - * Follow the steps to set up livestream video
 - * Find the best location to ensure the video shows **the entire dancer's body from feet to top of upstretched arms**
- ✓ **Video start**
 - * The video start will be signaled over the conference call about 30 seconds prior to the start of the music/performance
 - * Remember to hold the phone horizontally
 - * During the video, do not pan or zoom. Hold the same shot the entire time.
- ✓ **Music start**
 - * The music will be played over the conference call. Please put the conference call phone on speakerphone.
 - * If needed, dancers can put conference call phone in bowl while dancing (as long as the phone is not visible in the video)
 - * Note: call participants will be muted while the music is playing to avoid background noise.
- ✓ **If people ask you questions**
 - * If anyone - passersby, building officials, a security guard - asks what you are doing, you can say "Performance art."

III. After the Performance

- ✓ **Video**
 - * The video person should **save** the video to their phone.
 - * When a wifi connection is available, go to [wetransfer.com](#) and send the video to director.gsp@gmail.com
 - * **Use your name, state, and capital** as the subject
 - * For example: *Lisa Jones, California, Sacramento*
- ✓ **Photo of team**
 - * Please take a selfie of performer and all support team members.
 - * Send the photo with names (in left to right order) to Marylee and Catherine (director.gsp@gmail.com; catherinebaumgartner@gmail.com)

Thank you! Please don't hesitate to email with questions.

Marylee Hardenbergh
 Director, Global Site Performance
 612-616-0306
director.gsp@gmail.com

Catherine Baumgartner, Project Manager
catherinebaumgartner@gmail.com
 510-229-8958