

The purchaser shall supply, at the purchaser's expense, the following:

**Stage/Platform** (please refer to sample stage layout below)

1. For audiences over 60 people, a raised platform at least 140 cm wide and 120 cm deep in size, about 40 cm above the ground with easy access to and from the audience. This area must be clear of lecterns, tables, and other visual obtrusions.
2. Set the room so that there is **no dance floor** between the stage and nearest tables.
3. Front row/tables as close to the stage as practical (max 5 feet/1.5 meters of the front of the platform.)
4. If the room is rectangular, the stage should go at the center of one **long** wall, instead of at one end of the room.
5. Stage should be clear of rostrums and tables
6. 1 chair on the platform

**Sound:**

1. A sound system capable of mixing voice and music
2. Stefan needs a wireless headset for his performance
3. A hand held microphone (preferably wireless) on a microphone stand for audience members.
4. Sound technician for sound check and during performance

**Lighting**

1. A wash of white light covering the stage is desirable
2. Most action will take place in center stage; spotlights should be focused center
3. The house lights should be at about half, with full lighting on the stage. If this is not possible, then the room should be fully lit.
4. Optional: Follow spot with operator

**Video:**

For events with more than 200 people or for events with odd shaped venues, live video coverage with projectors is **highly recommended**.

**Show Requirements:**

1. Please provided 3 bottles of water (at room temperature)
2. Please have the technicians and space available before the event starts
3. Dressing room near the performance area with chair and rack to hang clothes

**Collateral Use:** The show cannot be videotaped or filmed without getting advance permission form the artist. Please provide the artist with a copy of all advertisement, press, posters, marketing and reviews of the event and the performance

**Additional Notes for dinner events:**

**Western style dinner:** The show should begin after dessert when service has concluded. The bar can remain open for self-service.

**Chinese style dinner:** The show should begin **after** the dishes and main course (rice and noodles) and when the fruit has been served. The service can stop at this time.

Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_