



Thank you for choosing Kentucky Shakespeare to enrich students' lives with Art Education! It is our object to keep the arts alive and thriving in our schools and communities.

For our visit, please be aware:

- Payment is due 14 days prior to our visit unless previously approved and we ask that you Sign and Return the Letter of Agreement ASAP by Mail, Email, or Fax as it must be on file pre-performance.
- Load In and Load Out Times:
 - For our Spring Tour, our Artists will need approximately 1 hour in the space to load in and 30 minutes to load out.
 - For all other Performances, our Artists will need approximately 30 minutes in the space to load in and 15 minutes to load out.
 - For Workshops, our Artists will need approximately 10 minutes in the space to load in and 5 minutes to load out.
- Please be diligent about having your students in position to begin at the specified Start Time. We may have other visits occurring that day and are required to adhere to a specific schedule in order to be on time for all of our partners.
- As a friendly reminder, Kentucky Shakespeare requires at least one staff member to be present with our Artist Educators any time students are present.

Comprehensive Study Guides are available for you and your students on our website: <http://www.kyshakespeare.com/education/resources/>. The Study Guides include essential background information, pre/post performance activities, and a list of applicable Academic Standards.

If there are any other special accommodations or requests that need to be arranged, then please let us know how we can prepare for a successful visit with your students. Please feel free to contact the Education Department with any questions at education@kyshakespeare.com or 502-574-9900. We sincerely thank you for choosing Kentucky Shakespeare, and we look forward to working with you!