

## BOOKING INFORMATION FOR THEO & JOLIE WILLIAMS/ INNOVO

This document provides you with answers to frequently asked questions and begins the process toward a successful ministry experience together. We would like to tailor a program that will meet your specific needs and be a blessing to you and your congregation. Please take a minute to read the information provided. Once you've done so, we simply ask that you return the Scheduling form so that we can confirm our availability with you. Please feel free to contact our office with any questions.

Here are some various programs that we offer.

- Performance Concerts: Ranging from 5 min. to 1 ½ hour (with 10 min. break after the first 45 min.) sets which are comprised of wholesome thought provoking Christian mini-dramas that can take the form of Worship Arts, Sermon Illustrations, and Evangelism.
- Sermons/Workshops: Sermons and lectures are on the use of the Arts in the church and ministry. Workshops are offered on a range of topics from lectures (on Arts Theology) to hands on workshops such as "How to appropriately incorporate the arts in worship", "The Illustrated sermon", "How to do mime technique", and "Movement for actors",  
\*For a more extensive list, please contact our office.
- Choreographers/guest artist: We have material that can be used by church mime/drama teams. We can facilitate this by bringing in our own teachers to train your group and by negotiating the release of choreography. We also can provide movement coaching and choreography critics for pieces you already perform.
- Street Work: Mimes as living statues, classical French mime or character actors advertise for an evening event and/or to evangelize alongside the local church or other host organization. (Note: this requires a proper venue.)
- Special Events: We offer mime performers and living statues to heighten the ambiance of parties, birthdays, and corporate events. We also offer short comic and illusion-based vignettes to entertain and awe audiences.

Contact:

Theo or Jolie Williams

262-388-7270

[theo@innovotheatre.com](mailto:theo@innovotheatre.com)

[www.innovotheatre.com](http://www.innovotheatre.com)

## **BOOKING CONSIDERATIONS**

### **THE EVENT**

The organization or church that is sponsoring ministry should determine the nature of the event and the date(s). Consider the following when scheduling ministry:

- What is the purpose of your event?
- Do you want a mime performance?
- Do you want a workshop?
- Is it part of a conference?
- Do you want Scripture based teaching or sermon on the Ministering Arts?
- Is this a community event or local church event?
- What is the venue (theatre, school, church, etc.)?
- How many people do you expect or want to attend?
- What is your budget?

### **ADVERTISING**

Advertising the event is left in the hands of the sponsor, we encourage you to be creative! Consider requesting a Public Service Announcement (PSA) with your local radio and newspaper, or set up an interview. Upon requests, Innovo will provide you with a promotional packet including the biographies, a sample press release, photo(s), graphic designs templates that can be used to add the information needed and helpful host information. Or you can go to our website [www.innovotheatre.com](http://www.innovotheatre.com) to download promotional material.

### **TRAVEL & ACCOMMODATIONS**

We ask that the sponsor makes accommodations for the tour team. If the event is close by and not overnight, we would ask that water and food be provided. Host families are fine as long as each tour member has a bed to sleep on and food to eat, and hotels are also fine. Travel arrangements must be coordinated with the Innovo contact.

### **BUDGET**

Although money can be difficult to discuss, we have found that most churches and sponsors see the reality of practical financial needs; and appreciate knowing what our budget considerations are. Innovo is a 501c-3 nonprofit organization. Offerings given help to cover costs of salaries, facility operation, missions etc. Additional monies are brought in through our training programs and the sale of product. It is our hope that money never be the sole reason for turning away a ministry opportunity. The fees outlined below are not contractual. We ask that you join with us in believing that these budgets will be met.

## BUDGET FIGURES/INCOME

2-3 DAYS OR WEEKEND	\$1200-\$1800.
4-6 DAYS	\$2000-\$3000
30-90 MINUTE CONCERT	\$600-\$900+

This budget is met through:

- Love Offerings: A love-offering can be taken when Innovo ministers in a concert or church setting.
- Workshop Tuition: Whenever Innovo gives a workshop, we suggest a per-student tuition fee based on the length of the workshop. This money can either go directly to Innovo or gathered by the host to meet an agreed honorarium. For example, we suggest \$35 per student for a 5-8 hour workshop. An additional fee can be added to cover Churches/Host costs if you desire.
- Honorariums: Occasionally, sponsors prefer to use an honorarium system, which must be negotiated with Innovo contact prior to scheduling.

## CONFIRMATION

Please return the downloaded/enclosed scheduling via e-mail to [info@innovotheatre.com](mailto:info@innovotheatre.com), or mail (Innovo, 5838 Shannon Road, Hartford, WI 53027), or contact Theo & Jolie directly with the information. Innovo will not proceed with, or confirm scheduling until the request has been received by our administration. This ensures clear communication. Once we have received your request, we will determine availability and will contact you and proceed with final details. If the event has been confirmed and booked, and the event is then cancelled by the sponsors, a \$250 cancellation fee is required.

We hope that this has helped pave the way to a great event and ask that the Lord bless your efforts in furthering His Kingdom!

Many Blessings,

Theo Williams

Director of Innovo

**EVENT INFORMATION** Please phone, mail or e-mail the following details concerning your event:

Contact Name	
Contact email	
Contact phone	
Date of event	
Time	(Time event starts and duration of event)
Event Type	(Workshop, Concert, Conference, etc.)
Event Venue	(School, church, etc.)
Event location Street Address	
City, State, Zip	
Lodging details (if necessary)	
Travel details (flight or car, expected arrival times, etc.)	
Proposed Honorarium	(Checks payable to Innovo or Theo Williams)

Things to consider in planning:

**Stage:** A clear stage area for mime and movement: at least an area of 15 x 15 for a soloist: 15 x 20 for duet. Please remove all obstacles from this space. The “stage” area also needs to be a certain height in-order for the mime to be seen! Generally the stage should be a minimum of 2-3 feet high (the further back the audience goes, the higher the stage needs to go).

**Sound Requirements:** Sound operator (needs to arrange sound prior to program: usually 1 hour before.) A microphone with a long cord or a wireless mic would be preferred. CD player through a PA with a monitor is required for most performances. We may also use an mp3 player. Some programs will require a “MC” or host to read a script introducing the mime numbers. We will provide a script upon arrival or when the exact program details are agreed upon.

**Lights:** Lighting is especially effective with mime; a spot is wonderful with washes of red/blue/white gels. If you are planning on using special lights please contact us for discussion of lighting plot and design.

**Product Sales:** We would appreciate a table being provided in an appropriate space for the sale of Innovo products. Also, it would be helpful if you or one introducing ministry would mention that Innovo products are available. Please have someone help manage this table.

**Recording:** We would ask that no recording be made of mime performances. Sermons can be recorded.

**Dressing Room:** Usually we need a private dressing room with access to a restroom. Please also provide drinking water.

**Dietary/allergy considerations:** We eat most everything! However, members of the tour may have allergies, so please discuss details with Innovo contact. For example, Theo is allergic to cats.