

This date is usually one week before the event. If a storyteller has to miss the rehearsal, the Curator must arrange a time for a private face-to-face or phone rehearsal with storyteller.

Curator informs storytellers to make sure they save the date on their calendars.

Date due \_\_\_\_\_  
(no later than 5 weeks before event date)

6. Curator gets the following information from each teller and passes it on to the Producer:
  - a. phone number and email address (for data base)
  - b. a one paragraph bio (for the website and program)
  - c. RSVP to rehearsal

Date due \_\_\_\_\_  
(5 weeks before event date)

7. Curator sends out email rehearsal reminders three weeks before event on \_\_\_\_\_, and one week before the event on \_\_\_\_\_. Producer or Curator supplies refreshments for the rehearsal and saves receipts for reimbursement. Curator leads the rehearsal with assistance from Producer. After rehearsal Curator and Producer determine order of performance.
8. Producer works with Odyssey volunteers who send out PR, update website, create Facebook event and send announcements to Odyssey mailing list. Curator forwards announcement to her/his mailing list (or can create their own announcement) and invites friends to Facebook event.

Date \_\_\_\_\_  
(3-4 weeks and 1 week before event date)

- 9.) Producer is responsible for making the program, making seating chart if applicable, checking supplies and equipment and lining up volunteers for the show.
- 10.) The Producer and Curator determine how they want to share emceeing responsibilities. The Producer can introduce the Curator, make announcements during intermission and at the end of the show. Curator may tell a 3-minute story. Details are spelled out in Script suggestions.
- 11.) Curator sends thank-you notes or emails to the storytellers and volunteers.

Date due \_\_\_\_\_  
(within 1 week after the event)

The Curator agrees to the timeline and conditions of this agreement by signing below. If deadlines are not met, the Odyssey Executive Producer has the right to terminate this agreement at any time. If the Curator wishes to terminate, s/he must give the Producer a minimum of 45 days from the event date notice.

Curator \_\_\_\_\_

Producer \_\_\_\_\_

Date signed \_\_\_\_\_

**Odyssey Storytelling** creating connections ~ one story at a time



