

## Odyssey Storytelling Timeline

### One Month before the show:

#### Curator:

- Create a Blurb. (This is a few sentences about the theme to “hook” your storytellers and audience) and find an image to represent the theme.
- Confirm that webmaster has changed the “next show” to yours and has your blurb/image.
- Find all your storytellers—Aim for 6! (No more than 7, no less than 5)
- Immediately begin collecting bios and send them to the webmaster.
- Confirm rehearsal date and location
- Keep your producer in the loop- don't be afraid to ask questions or bounce around ideas together.

### Two weeks before the show:

#### Curator:

- Get RSVPs for the rehearsal from all storytellers
- Continue to badger folks for bios and send them to the webmaster and producer

#### Producer:

- Ask the Curator what kind of support they need. You may need to step in to help if they need any last minute storytellers, trouble finding a rehearsal venue, etc.
- Check with PR person to confirm that info has gone out to local calendars, email has gone out to our list and FB event has been created.

### One week before show:

#### Both Curator and Producer-

- Conduct the rehearsal. Take a photo of the receipt from snack purchases and email it to Penelope so you can get reimbursed. Original receipts go in the big envelope in the bag. Signed releases go in the blue folder.
- Listen to stories of those who cannot attend rehearsal via phone or separate meeting
- Determine order of the storytellers. Begin and end the show with your strongest stories. Focus on flow and diversity in between.
- Check-in on any storytellers who might need extra support.
- Plan what you want to say on stage. Will it be just the curator or both of you? Who will do which parts?

#### Producer-

- Invite volunteers to commit via email. We need 1 greeter, 2 ushers, 1 sound person.
- Design and print the program

### One day after the show:

#### Curator-

- Send out an email thanking all storytellers and volunteers for their work

