**PPREPARE TO HOST
FREINDSHIP ADVENTURES**

You may be a seasoned at hosting live shows in your library or perhaps you are new to the fun of creating memories with visiting professionals. Either way, Toby KID will do everything he can to add everlasting sparkles to your and the library’s time to shine.

A live show is an opportunity to give a once in a life time experience to your patrons. It’s also an opportunity to invite new users to a library. We will create fun positive memories of your library.

Time line to prepare for Toby KID’s visit:

**Do this immediately**

* Confirm you have a signed contract
* Put the show date and time on your social colander (personal and the library’s)
* If necessary, submit program invoice to your board to begin processing

**4 weeks before**

* Send press release to your local radio station. Request event be put on their community calendar and PSA list

**2 weeks before**

* Hang show posters – This is a community event so post show announcements where the community regularly visits. Obviously in your library. Put one at the grocery store or your community convince store. Then put one at the post office. Where else?
* Set out books that encourage friendship (list of 25 children’s books available)
* Send invitations to your area preschools and daycare providers.
* Send press release to your area newspaper.

Find these documents at <https://www.tobyteaches.org/frindship-posters-color-pages>

**1 week before**

* Post this invitation video on your social media
[link]
* If show is off-site, confirm your reservation

**3 days before the show**

* Print out color and activities pages
* Print out Toby’s introduction and closer

Find these at <https://www.tobyteaches.org/frindship-posters-color-pages>

* Have payment for presenter ready

**Day of Show**

* Make sure the show room is ready. Chairs in the back of the room for adults. We prefer that the children sit on the floor. Staging area clear.
* Make sure your camera is ready
* Toby will arrive a half hour to an hour before show time
	+ Must have flat access from parking to stage area. NO STAIRS! Elevators or lifts are OK
* Pay the Presenter
* Show area opened minimum of 15 minutes before showtime.
	+ Toby interacts with audience as a pre-show warm up
* Introduce Toby
* Sit back and enjoy the show
* Toby’s final routine is an all audience dance with a Tube Man Air Dancer
* Return to stage to Close the show

Find introductions & closer at <https://www.tobyteaches.org/frindship-posters-color-pages>

**Post Show**

* Post your pictures to social media
	+ be sure and tag Toby at
		- Facebook TobyTeaches <https://www.facebook.com/TobyTeaches>
		- Instagram tobykidclown <https://www.instagram.com/accounts/edit/>
* Gratuity – Please DON’T! The generosity is appreciated but unnecessary.
	+ If you must, please limit to a pen or a 3X t-shirt with your library’s name