



## ***Encounter China: Missions Event Kit*** **Frequent Asked Questions**

### **1. What is the process and timeline?**

**Answer:**

1. If you are interested in performing *Encounter China* for your event, please fill out the *Event Information Form* located online at [www.northernasianetwork.org](http://www.northernasianetwork.org) and email it to [encounterchina@northernasianetwork.org](mailto:encounterchina@northernasianetwork.org).
2. Once our team receives the form, you will receive your event date confirmation and invoice promptly.
3. Upon payment receipt, you will receive your event booklet.
4. A Skype call can be scheduled to answer any questions that are not in the FAQ you are reading now.
5. Two weeks prior to your event, you will receive your comprehensive kit.
6. Once your event is complete, return your kit promptly using the checklist and shipping direction enclosed in the kit.

### **2. What does it cost?**

**Answer:** \$100.00 for the kit, this covers your cost of costume laundering and shipping. The Northern Asia Art Gallery (optional) is an additional cost of \$250.00 to cover shipping.

### **3. How many volunteers do we need?**

**Answer:** *Encounter China* is designed to be performed at venues of all sizes. It does not require extensive volunteer work. Below is what the event will entail for acting, video controlling, lighting, and sound:

- Actors:
  - 13 actors will be needed to perform on stage for the live portion of the play.
  - Part of the play requires extra volunteers for a crowd scene. Suggested volunteers for the Crowd is 25 to 40 people. However this number may be reduced to 15 to 30 or the number of the volunteers available.
- Video: 1 volunteer will be needed to play the video and manage the projector
- Lighting: 1 technical person will be needed to operate center stage lighting and chapel lighting. 2 other volunteers will be needed to help with the red spotlights on the side aisles
- Sound: 1 sound technician will be needed to operate all wireless microphones on actors and play background music

#### **4. What exactly do you provide in the *Encounter China*: Missions Event Kit?**

**Answer:** The *Encounter China* Missions Event Kit will include:

- A Booklet: a description of the *Encounter China* production and the script for live performance
- 2 DVDs: a DVD for actual performance and a DVD with each section as a separate video for other utilization
- 2 CDs: background music for live portion of the play and Chinese traditional music for audience entrance
- 2 Spotlights with red filters and chargers
- 6 Red Guards costumes, with hat and armband
- 1 Doctor Lab jacket
- 3 Wool hats
- 45 Mao hats for actors and crowds
- Promotional posters to advertise event

#### **5. Is there anything that we need that you DO NOT provide?**

**Answer:** *Encounter China* production includes both multi-media and live performance; however video is a major part of the production. You will need to provide projection and screen for the production. If you do not have a good projector and screen, we recommend that you rent one from a local source. A large center screen is ideal. Sound equipment for the event will also need to be available.

#### **6. Is the Northern Asia Art Gallery an additional cost and how can we order it?**

**Answer:** Yes, the Northern Asia Art Gallery is additional to the play. You can place the order on the *Event Information Form*. The cost for ordering is \$250.00 to cover shipping. It will arrive with the Missions Event Kit.

#### **7. What are the dimensions for the Art Gallery?**

**Answer:** Each Art Gallery comes with 28 pictures. The dimensions of it are listed below.

- Center Graphic Panels: 4.88' x 7.448' (inch)
- Side Graphic Panels: 3.25' x 7.448' (inch)
- Total: 11.42' x 7.448' (inch)

Go to **[www.northernasianetwork.org](http://www.northernasianetwork.org)** for pictures of a assembled Art Gallery

#### **8. How do I return the *Encounter China* kit after the event?**

**Answer:** The shipping directions for returning and the return label are included in your kit in a red pocket on the lid of the trunk.

#### **9. Is there someone who works with Northern Asia who can come and direct our event or speak?**

**Answer:** Please email or call us to inquire of the availability of personnel for your event date.