

Thursday Late | 12 July |Queens Gallery: Buckingham Palace, Buckingham Palace Road, London SW1A 1AA

Date	Time	Duration	Venue	Activity	Who/Lead	Notes	
	1615	-	Side Door	Company Call Security Clearance	All/Antareepa	See map with directions - location marker 'C'	
	1630	15 mins	Lobby Queens Gallery	Meet Client Venue familiarisation Escort to Green Room Artist briefing and housekeeping notes	All/Antareepa		
	1645-1730	45 mins	Green Room	Warm up / Costume / Make up	Dance Artists		
	1730	Gallery closes for public					
	1730-1755	25 mins	Nash Gallery Performance Space	Check performance space Set focus points Check sound levels Mark/tape playing area Ensure playing area is debris free and swept	Block/spacing Duet 1, Mira & Antareepa	Only time available in the performance area - each Duet to use to familiarise self to the performance space.	
	1755-1815	20 mins	Nash Gallery	Block/spacing Set focus points Check sound levels	Duet 2, Mira & Antareepa	Only time available in the performance area - each Duet to use to familiarise self to the performance space.	
	1815-1845	30 mins	Green Room	Costume/make up	Duet 2, Mira & Antareepa		
	1825		Gallary Main Space	Artist Standing By	Sonia		
	Queen Gallery Doors Open 1830						
12-Jul	1830-1940	1hr 10mins	Gallary Main Space	Visitor Engagement	Sonia		
	1845	5 mins	Green Room	Final Costume Check & Adjustments	Dance Artists/ Mira & Antareepa		
	1850	6 mins	Green Room	Final Briefing Preperformance focus	Dance Artists/ Antareepa		
	1855	-	Green Room Exit	Artists Standing By	Dance Artists/Antareepa		
	1900-2030	1hr 30mins	Gallary Main Space	Visitor Engagement	Sonia		
	1900-1915	15 mins	Nash Gallery Performance Space	PERFORMANCE 1/2 : DUET	Saloni, Raheem	All personell to leave the Green Room	
	1915-1930	15 mins	Nash Gallery Performance Space	PERFORMANCE 1/2: TRIO	Pallavie, Daniella, Anehka	All personell to leave the Green Room	
	1930-1940	10 mins	Green Room	Notes	Dance Artists/Antareepa		
	1940-1955	15 mins	Green Room	Comfort Break	All		
	1955	-	Green Room Exit	Artists Standing By	Dance Artists/Antareepa		
	2000	15 mins	Nash Gallery Performance Space	PERFORMANCE 2/2: DUET	Saloni, Raheem	All personell to leave the Green Room	
	2015	15 min	Nash Gallery Performance Space	PERFORMANCE 2/2: TRIO	Pallavie, Daniella, Anehka	All personell to leave the Green Room	
	2030-2055	25 mins	Green Room	Cool down Change Pack Kit Clear Green Room	All/Antareepa		
	2100		Green Room	SPACE CURFEW Doors close	All/Antareepa	Leave the space <i>as we found it</i> by 2100	

NOTES

Onsite contact Antareepa Thakur 07985 481991
 All music must be on MP3 player: audio cable will be provided by the venue
 During performances everybody **must** leave the green room and go to the Queen's Gallery, and everybody must return at the same time.
 We will provide any further housekeeping details to be briefed on site
 Please bring mirrors - there is one full length mirror only
 Please be flexible - all performance timings are subject to amendment
~~There is a scheduled comfort break.~~