

Timeline for Planning Family Previews

- Late Spring
 - Compile contact information for public libraries in towns encircling performance locations.
 - Contact each library to determine their interest in hosting a free family program from Boston Lyric Opera and feasibility of venue (e.g. type of gathering space, capacity, piano availability, etc).
- Summer
 - Contact interested libraries to schedule Preview for winter. *This is when libraries do the bulk of their planning and schedules tend to be full by August for the upcoming school year.*
 - Factors affecting availability:
 - Weekend hours (usually based on town budgets)
 - School vacations (Libraries often schedule special programs during vacation weeks)
- Fall
 - Engage singers and accompanists. BLO groups previews in order to contract artists on a weekly basis.
 - Begin to assemble simple costume pieces or props that singers might use (e.g. feather boa for Papageno, vest for Hansel).
- Winter
 - Schedule training session for artists. Go through the script as a group and stage a few mock previews.
 - Follow-up with libraries to confirm date, time and parking availability for staff and artists. Request that each library provide bottled water for the artists.
- Day Of Preview
 - Assemble surveys and pencils, promotional materials, display poster to leave behind and music stands, if necessary.
 - Print out staff members' introduction of company and artists so you can tell the audience all the great things you do!