

# Guide for Interpreted Performances

*Based on information provided by Patty Gordon, Theatrical Interpreter, CI/CT  
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The following is a list of suggested responsibilities for successful preparation and staging of a theatrically interpreted event. ***Individual points are to be negotiated cooperatively between the Theatre and the Interpreter(s) according to the specific needs of each production.***

The number of interpreters needed for each performance depends on each production. This should be determined between the Interpreter and the Theatre/Producer based on genre of the play and number of actors.

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## Theatre/Producer Responsibilities:

### 1. Preparation time and materials:

#### Scripts:

Provide the interpreter(s) with a script at least four weeks prior to the date of the interpreted performance.

Notify the interpreter of subsequent script changes.

Provide lyrics to songs or music to be used during the performances, full translations of non-English dialogue and access to cultural consultants.

#### Rehearsals:

Allow the interpreter(s) access to rehearsals, performances, pre and post-play discussions.

Provide the interpreter(s) with appropriate rehearsal space during non-interpreted performances.

Provide audio tape of songs (upon request).

Provide the interpreter(s) with an audio or videotape of the actual performance (if available).

Allow the interpreter(s) access to actors, technicians, stage managers, translators, dramaturgs and the director(s) to ensure the proper interpretation of the performance.

### 2. Interpreter(s) Placement and Lighting:

#### Placement:

Provide the interpreter(s) placement within the playing space of the stage. Placement is agreed upon by the interpreter(s), director and theatre liaison. Audience members must be able to easily see both the interpreter(s) and performers within their visual range.

When the interpreter(s) are integrated as actor or shadow, the interpreter(s) need to be blocked and have time to rehearse with the other actors.

Arrange with the interpreter proper entrance and exit procedure for pre-show, intermission and post-show including accompanied light cues.

Inform the performers and technical crews of the interpreter's placement and any necessary adjustments in the staging.

Lighting:

Provide sufficient lighting to illuminate the interpreting area without shadows. Instruments should be on a dimmer that coincides with any stage blackouts. The interpreter's lighting can be dimmed to match lighting changes on stage, but it must always remain sufficient to see facial expressions clearly.

**3. Seating and Program Considerations:**

Seating:

Negotiate with the interpreter/consultant the appropriate seating area for Deaf and hard of hearing audience.

Provide reserved seating for Deaf audience members (if appropriate).

Provide reserved seating for Deaf audience members in wheelchairs (if appropriate).

Provide the interpreter(s) and house management with a list of seat locations prior to the performance.

Program:

Provide a program insert for interpreted performances that includes:

- \* a brief synopsis of the play
- \* brief character descriptions and relationships
- \* any characters' name signs used
- \* interpreter bios.

**4. Promotion of Interpreted Performances:**

Include date and ticket price information for interpreted performances in all promotional materials and press releases.

Provide press release information for VSA arts of Minnesota and Doorways to distribute to other media, service and social organizations serving the Deaf community.

- \* VSA Minnesota, 528 Hennepin, #305, Minneapolis, MN 55403; 612-332-3888  
v/tty; [www.vsamn.org](http://www.vsamn.org) – [jon@vsamn.org](mailto:jon@vsamn.org)
- \* [www.TCDeaf.com](http://www.TCDeaf.com) – [submissions@tcdeaf.com](mailto:submissions@tcdeaf.com)

## **5. Miscellaneous:**

### Call Time:

Provide the interpreter(s) with appropriate call time, sign-in and a place to prepare for the interpreted performance.

### Curtain Call:

If the interpreter(s) will be included in the curtain call, the cast and interpreter(s) need to be made aware of any changes in curtain call procedure.

### Dress:

If appropriate to the production, the theatre may provide a costume for the interpreter(s).

### Sound Systems:

If the production involves use of a sound system with monitors, such as a concert, the interpreter(s) need to be provided with a monitor, preferably one with voice-only feed or assistive listening system.

### Payment for Interpreter Services:

The theatres will make full payment of interpreter's invoice within 30 days of its receipt providing services were rendered.

## **Interpreter's Responsibilities:**

### **1. Preparation time and materials:**

#### Scripts (Negotiable):

Arrange delivery of the script and subsequent script changes with the theatre.

*If requested*, return scripts in good condition and return promptly after the interpreted performance.

*If requested*, return the audio or videotape of the actual performance in the same condition as it was delivered promptly after use.

#### Rehearsals:

Prepare adequately to provide a professional, polished interpreted performance.

Schedule the rehearsals, performances, pre and post-play discussions that will be attended in advance with theatre personnel.

Arrange complimentary ticket needs with the theatre liaison.

Utilize the rehearsal space designated for rehearsal during performances.

Utilize necessary access to the actors, technicians, stage managers, translators, dramaturges and the director(s) wisely and efficiently.

## **2. Interpreter(s) Placement and Lighting:**

### Placement:

Arrange proper placement within the playing space, including location, sitting or standing, etc.

### Lighting:

Enter and exit as pre-arranged with correct light cues.

Be available for any lighting checks necessary.

## **3. Seating and Program Considerations:**

### Seating:

Confirm where the reserved seating for Deaf audience members is with theatre liaison prior to the performance (if appropriate).

### Program:

In a timely manner, provide all materials requested for a program insert:

- \* characters' name signs used
- \* brief character descriptions and relationships
- \* current bio information

## **4. Miscellaneous:**

### Call Time:

Arrive at the designated Call time and follow proper sign-in procedures.

### Curtain Call:

Follow whatever staging directions are set for the interpreter(s).

Discuss final questions with theatre personnel prior to the performance.

### Sound Systems:

If the production involves use of a sound system with monitors, such as a concert, the interpreter(s) will be available for a sound check.

### Dress:

Dress appropriately for the performance. Example: Contrasting clothing or a costume to be provided by the theatre.

If the theatre provides a costume, the interpreter(s) will be available for costume fittings as necessary or appropriate.

### Payment for Interpreter Services:

The interpreter(s) will submit a bill for services rendered within 30 days following the interpreted performance date.