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*The Comedy & Magic of*

# HARRY MAURER

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## PERFORMANCE CHECKLIST

I have taken the liberty of including this checklist to help insure that your event runs smoothly.

Please feel free to fax, copy or send this list to your Party Planner, Catering Director, Disk Jockey, Band, Technical Staff or whomever you feel appropriate.

**My goal is to make sure you have a perfect event,  
so if in doubt about any of the items below please feel free  
to contact me directly!**

## PROMOTIONAL MATERIALS:

For use in promoting this event, I have “ready-to-go” images available for you including Posters, Flyers, photos, bio and more! (I even include a helpful layout guide with suggested fonts and sizes to make the promotional material as appealing as possible.)

**Please DO NOT use any of the videos from my site to promote the show** – It takes away the fun and the surprise for your guests! If you would like a customized 30 second promo video for your group -- let me know and I will be happy to provide one for you at no charge!

You can download the promotional materials from the following page:  
Promotional Images:

**[www.ccpromo.hmmagic.com](http://www.ccpromo.hmmagic.com)**

## REQUIRED:

- Although the show can be adjusted to fit into nearly any size, for the full show the performing area should be approximately 12 feet by 16 feet ( 8 x 12 minimum) with the audience seated in front of me. Due to the nature of the act, no one should be seated at my sides or behind me during the performance.

*\* If the seating cannot be adjusted, please contact me so that I can make adjustments to the performance.*

- Designated private area close to the performing area where the show props can be kept safe and undisturbed before and after the performance.
- A private room or dressing area (not a public bathroom) will be required for make-up, changing and show preparation before and after the performance.

*\* The stage, dressing rooms and sound system should be available and ready for use one hour prior to show time.*

- Although flash photography is welcome, video tapings and recordings will be prohibited during the performance. If deemed necessary, a pre-show announcement should be made to avoid potential embarrassment.

## NOT REQUIRED, BUT HELPFUL:

- **Although not required**, if appropriate, risers and curtains are appreciated and will allow the show to run smoothly and professionally. If risers are used, please be sure to add staircases on both sides of the risers for audience members to join me onstage.
- **Although not required** The performing area should be appropriately illuminated during the performance. Although not required, if appropriate, stage lighting will enhance the performance.

**If there is anything else I can do to help make your event  
run smoothly, please let me know!**

**HARRY MAURER**

18062 FM 529, Suite 176, Cypress, TX 77433-2176 Tel: (281) 345-9322 Cell: (713) 992-3057

Fax: 206-984-9732 email: [harry@hmmagic.com](mailto:harry@hmmagic.com)