



## **TECHNICAL REQUIREMENTS**

### **THE COLLABORATORY**

In order to facilitate a successful performance, please ensure the following guidelines and items are provided and ready upon the artists' arrival at the school.

**Staging:** A secured and clean area approximately 12' WIDE X 12' DEEP is required for the performance. The area surface should be swept and freshly mopped, not waxed. Portable stages must be safe and securely installed.

**The performance CANNOT be held outdoors.**

**Artist Needs:** One parking space is needed for artists  
Water for artists (optional but appreciated)

Artists will arrive approximately 30 minutes prior to the scheduled performance time. Upon the artists' arrival, a representative from the school should be on hand to greet and direct them to the performance area.

It is important that assemblies begin promptly at scheduled times. Arts Teach artists often have performances immediately following at other locations. Performances that begin late due to school delays may result in cancellation. Please have students arrive at least 5 minutes before the performance start time to ensure ample time for performers to complete their entire program. A maximum of 200 students is recommended per assembly.

Teachers set the example for students and strongly affect their behavior at the performance. To encourage maximum learning and program effectiveness we ask that teachers actively participate in the assemblies and refrain from grading papers or doing other work at that time. Your cooperation is greatly appreciated.

Please let us know if there is anything we can do to assist your school/organization in this arts experience.

**THANK YOU!**