



## **WORKSHOP TECHNICAL REQUIREMENTS**

**Lynn Okimura**

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

**Artist Needs:**            **White or black board**  
                                 **Cleared table or desk space**  
                                 **Students should have access to pencils, erasers, scissors, rulers, glue, markers and/or crayons**  
                                 **One parking space**  
                                 **1-2 parent helpers per class**

**The maximum number of students per workshop is 35. 20-30 is recommended.**

**Artists can be expected to arrive approximately 30 minutes prior to the workshop and upon artists' arrival, a representative from the school should be on hand to greet and direct them to the workshop area.**

**It is important that workshops begin promptly at scheduled times. Arts Teach artists often have performances immediately following at other locations. Workshops that begin late due to school delays may result in cancellation.**

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

**THANK YOU!**