

THE CENTER'S



Assemblies Workshops Residencies

## **TECHNICAL REQUIREMENTS**

### **WE TELL STORIES**

**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 15' X 15' 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 CAN be held outdoors; however, it must be in a shady area. A stage and sound system will be required. Three cordless lavalier microphones will be needed and a table for costumes and props. A maximum of 300 students is recommended for outdoor assemblies.**

**Artist Needs: One microphone  
Three parking spaces for the artists  
Water and cups for artists**

**Artists will arrive approximately 30 minutes prior to the scheduled performance date. 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 350 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!**