

## STAGING REQUIREMENTS

# DAWN NORFLEET

## *Music Workshops*

**Dawn Norfleet** and the education staff of the Music Center would like your school/ organization to have as rewarding an arts education experience as possible. The success and safety of the artist depends a great deal on your help and preparation.

- Go over the Staging Requirements on this page carefully. If you do not meet the minimum requirements listed or have questions, please contact your Program Associate at the Music Center.

Your hard work and attention to detail will allow you and your students to enjoy the benefit of a complete workshop, as well as creating a safe environment for the artist. Thank you for giving our staff and artists the opportunity to contribute to your arts education program.

*For information regarding programs related to this one, refer to the Music Center's Education website.*



### PRIOR TO THE WORKSHOP DAY:

#### Space:

- A gymnasium, all-purpose room or classroom.
- Space is needed to move around, but desks and chairs are also required for students to write.

#### Surface:

- Freshly mopped (not waxed)
- Irregularities covered with tape
- Extraneous clutter removed.

#### Assistance:

- One teacher per thirty-five students.

#### Equipment:

- One chair per student and desks or tables to write at
- Chalkboard or Whiteboard with chalk, markers and eraser
- "Boombox" or audio equipment with CD and Cassette Tape Players
- DVD and VCR with TV
- Overhead projector with screen
- Access to photocopier
- Students should have access to pencils and paper

### ON WORKSHOP DAY:

#### Arrival:

- 15-30 minutes prior to the scheduled start time to prepare and set up.

#### Parking:

- One space near the venue for loading and unloading.

#### Assistance:

- Please have a school representative ready to welcome the artist and to stay and help as needed.

#### Start Time:

- Please prepare to start the program on time.
- Students should be in the workshop space, seated and ready to begin at the listed times.