

LETTERS TO HARRIET TUBMAN

The cast of **Letters to Harriet Tubman** 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.
- Duplicate and distribute the attached Curriculum Connection to all teachers.

Your hard work and attention to detail will allow you and your students to enjoy the benefit of a complete performance, 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.

SAMPLE INTRODUCTION:

"I would like to introduce today's performance which is presented by the Music Center of Los Angeles County. You are about to travel to Auburn, New York, to the home of Miss Harriet Tubman, who lived through the difficult times of the Civil War. She is going to tell us all about her life. Please welcome the Paul Morse Production of **LETTERS TO HARRIET TUBMAN!**"



MUSIC · CENTER

PRIOR TO THE PERFORMANCE DAY:

Space:

- 15' x15' minimum.
- Portable stages must be sturdy and securely lashed.

Surface:

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

Outdoor Performances:

If the performance must be held outdoors, the following conditions must be met:

- Performance space must be covered so that the artists are shaded and protected from wind and excess traffic or playground noise.
- Cannot perform on wet grass.
- Audience cannot exceed 300 people

Dressing Area:

- One private dressing room will be needed.

Equipment:

- 1 or 2 standing microphones
- Sound system with an amplifier and speakers will be required.

ON PERFORMANCE DAY:

Arrival:

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

Parking:

- One space.

Assistance:

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

Start Time:

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