

STAGING REQUIREMENTS

MELANIE STIMMELL

Visual Arts Workshops

Melanie Stimmell 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 clean and clear all-purpose room or classroom with chairs and tables or desks for each student. Must have access to water (a sink is preferred).
- While the majority of series will be in the classroom, the culmination will require approx. 300 square feet of space per 30 students. More is preferred.
- An **asphalt** surface is preferred.

Clothing:

- Cover-ups are suggested. (On certain days).

Assistance:

- One teacher per thirty-five students.

Equipment:

- Chalkboard and chalk or a whiteboard and markers
- Student Nametags
- An overhead projector. (Digital projector preferred is available.)
- Additional supplies vary with each project. See "Project Detail" for information.

ON WORKSHOP DAY:

Arrival:

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