

## STAGING REQUIREMENTS

# PAUL TRACEY

## *Word to the Wise*

**Paul Tracey** 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. This performance is entitled *A Word to the Wise*, and features folklorist **Paul Tracey**. Music and songs have been in Mr. Tracey's life since he was a child. His songs and stories are drawn from personal experiences. Please welcome **Paul Tracey!**"



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### PRIOR TO THE PERFORMANCE DAY:

#### Space:

- 30' wide x 10' deep minimum.
- Portable stages must be sturdy and securely lashed.
- If children are seated on the floor (preferred), no stage is needed.

#### Surface:

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

#### Equipment:

- One electrical outlet
- Two tables
- Two chairs to hold speakers (if children are seated on the floor).
- One step ladder to hang up banners.

#### Audience Seating:

- The artist would prefer the children to be seated on the floor.

### ON PERFORMANCE 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 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.