

STAGING REQUIREMENTS

JOAN HARRISON

Visual Arts Workshops

Joan Harrison 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 large, clean and cleared all-purpose room or classroom with **tables and age-/ size-appropriate chairs** is required. A sink in working order is also preferred.

Clothing:

- Students should wear old clothing that can get dirty.

Assistance:

- One teacher per thirty students.

Equipment:

- Nametags for each student
- 2 Tables - 1 for artist's art resources; 1 for student materials
- Large Trash bin
- Recycling box/bin
- Chalk- or Whiteboard with chalk/markers
- CD player
- Secure storage for art supplies and art projects (if needed)
- Cart for supply transportation
- Supplies vary with each project. See "Supply List" for information.

ON WORKSHOP DAY:

Arrival:

- 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 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.