

**2020 GERALD M. BROOKHART ARTS IN EDUCATION SPRING CELEBRATION
SET-UP SHEET**

THIS FORM MAY BE EDITED AS NEEDED TO ADD MORE LINES.
Complete this form and submit no later than 3/6/2020.
Email completed form to aguthrie.gmbspringcelebration@gmail.com

BUSES _____

1) PARTICIPANT INFORMATION

PARTICIPATING SCHOOL/ORGANIZATION _____

(THIS IS HOW YOUR NAME WILL APPEAR ON YOUR PLAQUE)

Contact Person _____ Cell Phone # _____

Performance Date _____ Time _____ Stage _____

List groups in order of performance (microphones have to be adjusted each time, so make it flow):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

List the names of all Faculty Members and Administrators, who will accompany you to the event. **Include their Title.**

2) PERFORMANCE INFORMATION

Would you like us to set up chairs for your band or orchestra? No need to draw a diagram. How many rows?
How Many chairs? _____

PERFORMANCE NEEDS:

_____ KEYBOARD (SPRING CELEBRATION'S) use ours or; _____ KEYBOARD (BRING FROM SCHOOL)
_____ RISER SECTIONS (SPRING CELEBRATION'S) # _____ SOLO MICS (HOW MANY)
_____ List any additional sound equipment you will be bringing: (i.e. guitar amps, mics, soundboard, CD Player, etc.)

_____ List any addition needs*: i.e. Additional cords, special plugs for media tracks.

Refer to the Directors Information regarding CD Players/iPods. For handmade CDs use your own portable CD Player as our CD Players are not always compatible. iPods with music downloads can be plugged into the sound system.

Explain _____

***Remember we will provide one (1) music stand for directors. You must bring your own music stands for band and orchestra as well as spring-loaded clothes pins to hold music down; extension cords are limited.**

3) EXHIBIT INFORMATION

Total number of Art _____ Tables _____ Panels _____

CANCELLATION NOTIFICATION:* See [attached policy](#). Some schools choose NOT to go to the Alternate venue if the weather looks like it will be cold or rainy. **For scheduling purposes please indicate HERE NOW IF YOU WILL OPT OUT OF THE ALTERNATE VENUE.** *In addition to our policy this year, we only have one stage at Northwoods Mall and many schools have opted for a short performance which crowds many days. Unfortunately everyone will not fit at the alternate venue in the given time frame. This will make for a hard decision should we run into rainouts. Please be understanding.

_____ I will **NOT** go to the alternate if my event is cancelled on my scheduled day.