

PLEASE COMPLETE ALL INFORMATION: DO NOT SHORTEN ANSWERS. ALL INFORMATION IS NEEDED FOR COMPLETION OF FORMS FILLED OUT BY OFFICE STAFF.

**2019 GERALD M. BROOKHART ARTS IN EDUCATION SPRING CELEBRATION  
SET-UP SHEET - EMAIL FORM OR ANSWERS TO [MWATKINSGMBARTS@GMAIL.COM](mailto:MWATKINSGMBARTS@GMAIL.COM)**

**Directors, please send set-up sheet 2 weeks before your performance date, ensuring a smooth and successful performance.**

**# BUSES \_\_\_\_\_**

**1) PARTICIPANT INFORMATION**

**PARTICIPATING SCHOOL/ORGANIZATION** \_\_\_\_\_

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

**Contact Person** \_\_\_\_\_

**Confirm Performance Date/Time/Stage** \_\_\_\_\_

List the names of all Administrators and faculty members accompanying you to the event. **Include their Title.**

\_\_\_\_\_

**2) PERFORMANCE INFORMATION**

Please indicate below if any information/needs have changed since you sent in your participation forms.

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? \_\_\_\_\_

\_\_\_\_\_

**Indicate your needs for your performance here. Choose one below:**

\_\_\_\_\_ KEYBOARD (SPRING CELEBRATION'S) use ours or;

\_\_\_\_\_ KEYBOARD (BRING FROM SCHOOL)

# \_\_\_\_\_ RISER SECTIONS (SPRING CELEBRATION'S)

# \_\_\_\_\_ SOLO MIC (HOW MANY)

\_\_\_\_\_ List any addition needs\*: i.e.) Additional cords, special plugs for media tracks. Please refer to Directors Information regarding CD Players. It is always best to use your portable CD player. Some Players are not compatible with recorded CD's.

Explain \_\_\_\_\_

**\*remember you must bring your own music stands; extension cords are limited.**

**3) EXHIBIT INFORMATION**

\*Indicate any changes to your previous request here \_\_\_\_\_ 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. Email any additional information.