



### PROGRAM SET-UP REQUIREMENTS FOR

### Amazing Creatures with Dianne Moran

Please have the following ready prior to the artist/technician's arrival:

- Clean, well-lit & ventilated space free from outer noise interference & well-suited to the audience size.
- 2 6 feet long table
- 1 Microphone w/ long cord and stand
- Following the Performance: - Audience must remain in an orderly single file line to view table contents.
- 1 Teacher/Adult should remain by the table to monitor students and assist the artist

The artist(s) will arrive **45-60 minutes** prior to scheduled start time.

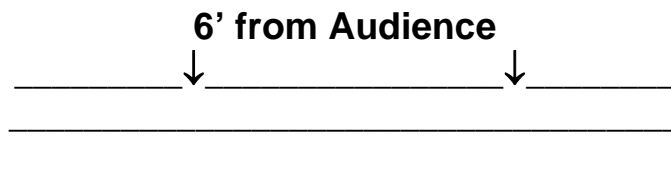
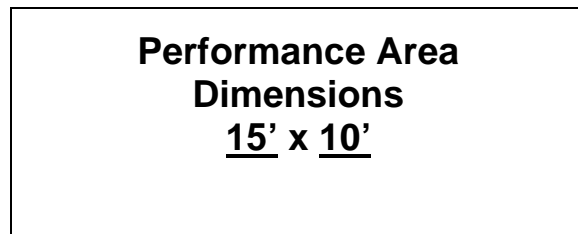
**Springboard**  
Centene Center for Arts  
3547 Olive St.  
Saint Louis, MO 63103

For more information on this program or others please contact  
Springboard:  
314.289.4120

Info@springboardstl.org

www.springboardstl.org

#### Preferred audience seating arrangement:



Please give a copy of this page to the person responsible for the performance space set-up.

## Introducing the Program (Please read to students before the program begins.)

Amazing Creatures with Diane Moran is presented for your enjoyment today by SPRINGBOARD. This program has been made possible by \_\_\_\_\_ (school's funder such as the PTO) and with support from the REGIONAL ARTS COMISSION and the ARTS AND EDUCATION COUNCIL.

Please remember that a live performance is a shared experience between the audience and the artist(s). Applause is always appropriate at the end of a musical number, story or dance. If you're asked to participate, such as clapping your hands do so without causing any disruption.

Now join me in giving a big \_\_\_\_\_ (your school) welcome to Diane Moran!

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## Other Program Guidelines

- ⚙ If you received a program guide for this program, please make copies for the classroom teachers.
- ⚙ **Be on time.** Allow ample time for students to be seated and ready for the performance to begin at the time stated on the contract.
- ⚙ **Be a good audience!** A Springboard program is a unique opportunity for young people to learn what it means to be a good audience. By discussing appropriate audience behavior as a class ahead of time, the students will be much better equipped to handle their feelings and express their enthusiasm in appropriate ways during the performance. Please, also, encourage faculty to set a good example by showing their interest and attentiveness during the program.
- ⚙ **Continuous adult supervision of student groups is required.** Teachers are asked to be present at all times during the program. The artists are experienced at managing most disruptions. However, your unobtrusive handling of any discipline problems is appreciated!
- ⚙ **No videotaping, recording or photographs of Springboard programs** without the expressed consent of Springboard! Please inform the artists if you would like to take non-flash photos before, during, or after the program.
- ⚙ **Please ask teachers to fill out evaluations, please look out for the link from your Springboard Contact.** These evaluations are important to the on-going improvement of our programs. Students are also encouraged to write letters to the artists!