



NCMEA Conference Meeting Room Request & Requirements and Program Information

Please complete this form and return a hard copy to
Barbara Geer, 1196 Pine Knolls Road, Kernersville, NC 27284
336-996-5293 Cell: 336-817-5625 Geer4music@aol.com

Deadline June 20, 2008

Please fill out a separate form for each session! Please print or type. Submit hard copy to mailing address above.

_____ NCMEA Section

Name of Section Chair _____ Home Phone _____
First Middle Initial Last Work Phone _____
Cell Phone _____
E-mail _____

Name of Clinician (as you want listed in the Conference Program) _____

Name of School/University/Business _____ Home Phone _____
Work Phone _____
Cell Phone _____
E-mail _____

Date of Session _____ From _____ AM PM to _____ AM PM

Program Title _____

Presider _____

Performance/Demonstration Group Information

A Demonstration Group will participate in this session. Yes _____ No _____

Name of Performing or Demonstration Group _____

Director of Group _____ Home Phone _____
Work Phone _____
Number of performers in group _____ Cell Phone _____
E-mail _____

Name of School _____ Number of Participants _____

City _____ State _____ Zip _____

Storage/Dressing/Warm-up space will be required during the following hours _____

NCMEA Conference Meeting Room Equipment Requests

Please specify number, only where needed!

_____ Audience Chairs

Room Set-Up

_____ Theater

_____ Options _____ Straight Rows

_____ Chevron (V-shaped)

_____ Round tables for meal

_____ Head table for meals with seating for _____

_____ Water Station in room

(Number)

Microphone

_____ Microphone on Table Podium

_____ Microphone on Floor Podium

_____ Floor Microphone

_____ Lapel Microphone

Equipment for Performers

_____ Chairs for Performers

_____ Music Stands

_____ Acoustical Shell

_____ Upright Piano

_____ Grand Piano

_____ Organ

_____ Units of 3-Step Risers

_____ Units of 4-Step Risers

_____ Portable Stage

_____ Stage Height

_____ Stage Dimensions

_____ Table Podium

_____ Floor Podium

Audio-Visual Aids

Rental of AV equipment is very costly. NCMEA strongly recommends that Section Chairs provide all electronic equipment possible.

_____ Overhead Projector

_____ Projector Screen

_____ Whiteboard

_____ TV Monitor

_____ VCR

_____ Whiteboard markers

Miscellaneous Equipment

(Skirted tables, easels, etc.)

Section Chairs must provide conductor's podium and music stand as well as cassette tape and/or CD players.

Clinicians are asked to bring their own LCD projectors.

List names of persons from your section responsible for checking meeting room prior to session and for striking set-up at the conclusion (risers, music stands, acoustical shells, etc).

_____ Person One

_____ Person Two

_____ Person Three

_____ Cell Phone

_____ Cell Phone

_____ Cell Phone

General Sessions or Honors Concert Programs
(type or print carefully)

Title of Composition

Composer

**NCMEA Conference
Diagram of Room Set-up**

Please diagram set-up to include any items you deem necessary.
In your diagram, please indicate the front and back of the room.