



Event Planning Guidelines

Performing Arts Center at TESIS Dorado

A/V Department

1. TESIS Dorado Performing Arts Center working hours are:

- 8:00 am – 12:00 pm – Regular Hours
- 1:00 pm – 5:00 pm – Regular Hours
- 7:00 am – 8:00 am - Extended by request
- 5:30 pm – 9:30 pm - Extended by request
- 10:00 pm – 1:00 am - Extended by request

For lunch time (12:00-1:00pm) and break times (5:00-5:30pm & 9:30-10pm) there is no technical support.

- 2.** After you have a solid idea of what you are going to do and present in your event, please schedule a meeting with Felix Cotto (cotto.f@tasisdorado.com) to take note of the space where your students are going to perform and sit or stay when they are not performing. Also, he will discuss safety rules and security logistics for the event.
- 3.** Schedule a meeting with Lucy Villanueva (villanueva.l@tasisdorado.com) to reserve the presentation date/s, rehearsal dates (refer to guide 13), musician pit and dressing rooms space. Also, she will discuss in detail any formal or casual decoration if the event requires it. Schedule the meeting at least one week before the event for better planning. Remember, the earlier you reserve it, higher the probability of space availability. After this meeting, fill out an online activity request form ([TASIS Dorado: Facility, Equipment, and Food Request Form](#))
- 4.** Rehearsal dates can only be scheduled in the PAC calendar for a maximum of one week prior the presentation date.
- 5.** Schedule a technical meeting with Henry Miranda (miranda.h@tasisdorado.com) to discuss all the technical details like microphone use, light design and cues, audio/video monitor use, visual projection ideas, musician participation, set design logistics, video recording and music cue needs for the event.
- 6.** Bring a visual representation of the set design, performers and/or musicians' positions for a better understanding of the event or you can request the PAC stage floor plan.
- 7.** When TESIS Dorado Performing Arts Center is being used and reserved for a production event with complicated technical applications, it cannot be reserved for any other event or rehearsal at the same period. Those events are the ones including set design elements on the floor, multiple microphone setups and many monitor positions on the stage. Each event needs a particular light cue or sound mix that cannot be changed for other purposes.



8. If the event requires costumes, sets, props and/or furniture, please schedule a meeting with Susannah Kinard (kinard.s@tasisdorado.com) to discuss and fill out the special activities wardrobe and prop request form.
9. Teachers from elementary school that rehearse with more than 20 students on stage are required to bring an adult person to provide child supervision support backstage while the teacher is conducting the rehearsal.
10. It is really important that any video, audio, picture, and other multimedia composition that needs editing, converting, downloading and/or recording from the A/V Department has to be provided at least 24 hours before of the presentation time to either Joel Jusino (jusino.j@tasisdorado.com) or Henry Miranda. We are not accepting any unprocessed multimedia after that time.
11. We accept almost any format for playing your audio, video and/or presentation (media); CD, DVD, Blue-Ray, USB and SD Card. It is really important that you provide us the media ready to be played. On the other hand, refer to guide number 10. Even though the PAC has internet service, it is recommended that you bring the media in any local format mentioned above and avoid any streaming for flawless playback.
12. It is required to provide a Technical Script (sequence of sound, light, projection, stage machinery and other cues in script format) for AV Department. The earlier we have it, the more time available for the AV Department to do a dry-run tech rehearsal. The dry-run tech rehearsal is a rehearsal without the performers. It is a time where the designers run their segment of the production. It is also a chance for the tech crew, who will operate the equipment to become familiar with the flow of the performance.
13. Technical rehearsals are really important! When you plan and schedule the rehearsal dates, please remember to include at least one technical rehearsal. The technical rehearsal is a rehearsal with performers but only for its technical aspects. The rehearsal runs from cue to cue with the lighting changes, sounds playback, set changes, etc. It is a long rehearsal, but well worth it considering the tech crew only get about one or two days to rehearse the show before the show date.
14. All costumes, props, furniture and/or scenery must be collected and returned to Susannah Kinard after the presentation date. After two days, left items will be disposed of or collected by the wardrobe and prop department.
15. Be flexible, changes happen every day. In the case of a last minute change, **you must follow up with all areas involved in your production** to keep them updated. Avoid changes at the last minute, 99% of the time it brings more problems than solutions.

