



# Artists on Tour Tech Sheet

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## Write A Song With Me!

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*The following information is provided to help organizations prepare for the artist's visit. If there is a problem, please let us know immediately.*

- ✂ Artist Arrival: 30 minutes prior to presentation
- ✂ Organization representative should meet the artist and show her to the presentation area.
- ✂ The artist would like an organization representative to introduce them.
- ✂ Equipment needed by artist: At least two electrical outlets
- ✂ Space Requirement: Empty classroom or large gathering space

**The artist will be contacting the person who booked the program a week prior to the event in order to confirm and answer any questions.**

*Please e-mail directions to the event location to:*

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