



# Laotian Community Center of RI, Inc.

*“Supporting community and youth through art and culture”*

*Cultural Preservation - Cultural Education - Community Services - Community Resource Center*

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## LCC SERVICE REQUEST FORM

ORG ID #: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Organization Name/ Presenter: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Date/Time of Performance: \_\_\_\_\_

Venue: \_\_\_\_\_

Scope of Services: \_\_\_\_\_

### Terms:

Technical Specifications and Special Conditions:

- Dance floor will be free of debris and appropriate for dance in bare feet.
- Minimum stage requirements: 16' D x 20' W (bigger is better)
- AUDIO: A sound system is required for playback from CD (2 single-disc CD players preferred. No multi-tray CD players, please.) 1 microphone on a stand is required for spoken word. Sound technician required for tech. rehearsal and performance.
- Boundary or shot-gun mics for ambient stage audio preferred but not required.
- Dancers will need a private space near the stage for costume preparation prior, during, and 1 hour after the performance.
- Presenter will make provisions for parking for two passenger vans or cars-If required
- Presenter will provide overnight accommodations and meals if required
- Variable stage lighting preferred. Queue sheets and program notes available on request.
- A staffed technical rehearsal if required. ( Schedule TBD per LCC Nangkeo Dance Troupe)

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