Community Master Class Checklist

☐ Instrument in room?
☐ Pianist/musician contracted?
☐ Class time (90 minutes, with 15 minutes on each end as buffer)
☐ Peak window for class between 11 a.m. – 3 p.m.
☐ Class location selected
  ☐ Suggested specs:
    ☐ For 10 participants, 24’ x 33’
    ☐ For 20 participants, 30’ x 46’
    ☐ For 45 participants, 40’ x 55’
☐ Maximum class size: 50
☐ Room meets ADA requirements
☐ ADA-approved restrooms are close and accessible
☐ Water is accessible, with paper cups available if there is water fountain
☐ The temperature of the room will be between 68 and 72 degrees Fahrenheit.
☐ People with PD, families, spouses, partners, caregivers are invited and welcome
☐ Portable folding or stacking chairs in good condition available in an appropriate quantity for the period of the class.
☐ Floor covering: marley, wood, thin carpeting, or linoleum tile, and all areas will be covered by the same material.
☐ Sufficient lighting for proper visibility of the floor
☐ Furniture and other objects should be removed from the space except for chairs.
☐ Determine class registration process for participants
☐ Publicity/flier: Dance for PD will produce flier draft for review (please forward all necessary logos)
☐ All media requests must be approved by Dance for PD/MMDG staff at least 48 hours prior to the event.
☐ Liability: Waivers?