



AEC 2023

CSBA ANNUAL EDUCATION CONFERENCE AND TRADE SHOW

NOV. 30 – DEC. 2 | SAN FRANCISCO

Student Performance Guidelines

CSBA's 2023 Annual Education Conference and Trade Show

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All deadlines noted within this document refer to the current calendar year, 2023.

I. Student Entertainment

The Annual Education Conference and Trade Show brings in thousands from California's education community, offering an excellent opportunity to recognize student success in the arts and showcase California talent! Submissions from orchestras, choral groups, soloists, thespians, and other student performers are welcome.

A. Contact

The school district or county office of education should provide one contact person who will work with a key contact at CSBA for the overall logistics, and with the audio-visual contractor for technical details. If there is more than one performing group from the district/COE, issues between the directors should be resolved by the main contact person in the district/COE.

The contact information (phone number and email) for the district/COE superintendent must be provided with the application.

B. Submission Deadline

The call for student performances opens on Friday, May 19 through Wednesday June 28. Submissions received after Wednesday, June 28 will not be accepted. Entries will be reviewed and notified of their status in mid-July.

C. Performance Length

The performance is limited to a **maximum of 10 minutes**. Rehearsal time will be clocked to ensure performance will not exceed 10 minutes.

D. Performance

Submissions must be approved by the district/COE being represented prior to completion. Those who are not members of CSBA are not eligible to participate. The district/COE may choose the type of performance they would like to present at the General Session keeping in mind the following:

- ❖ The focus of the performance should not be a tribute but rather an opportunity for the students in the district/COE to showcase their talents.
- ❖ The number of students participating is limited to a maximum of 50.
- ❖ Performance should be limited to currently enrolled students.
- ❖ Music with religious themes should be avoided.

E. Stage

The performance area of the stage is approximately 40' wide and 24' deep. The performance itself cannot be staged in a fashion that is longer or wider than 40' wide and 24' deep at any time. For safety reasons, no more than 50 students will be allowed on the stage at one time. A detailed diagram will be provided to the district/COE.

F. Equipment

CSBA will provide chairs for the group to be used on stage but equipment such as music stands, choir risers, props, etc. must be provided by the district/COE. Because there are additional presentations immediately following the performance, everything on stage (including chairs, music stands, musical instruments, and props) must be removed by the district/COE within two minutes following the performance. Keep this in mind when planning for your props. Removal of equipment will be a required part of the rehearsal process.

G. Musical Instruments

All musical instruments must be provided by the district/COE.

H. Production

Show Imaging, Inc. is the official audio-visual contractor for the conference. They will provide a concert quality sound and lighting system for the performance. CSBA and Show Imaging, Inc. will coordinate directly with the district/COE to gain a desired lighting look for their performance.

The live performance will be projected on the IMAG (projection) screens. Video or computer projected playback may be projected as well, but keep in mind when video playback or graphics are projected, the performers on the stage will not be seen or recorded. IMAG cannot be projected at the same time as video playback or graphics. All costs involved with video or graphics to be shown during the performance will be at the district/COE expense. It is recommended that the district/COE provide a high-resolution logo to be displayed on the screens for a portion of walk in and/or as the introduction to the performance. If video or computer projected playback is being utilized it may be in place of, or in conjunction with, the district/COE logo.

I. Performance Details

A draft of the performance script, including the timeline, stage plot and input list must be provided to CSBA and Show Imaging, Inc. no later than Wednesday, October 4 for pre-approval. The final version must be provided no later than Wednesday, November 1 for final approval. A list of all student performers, performance coordinator(s), parents/guardians, and student chaperones must be provided to CSBA by Wednesday, November 1.

CSBA will not place printed programs or flyers on attendee chairs. If you wish to provide more information about your student performance, you may send the information to aec@csba.org by Tuesday, October 24 which will be included on the event app.

J. Rehearsal

Each group will be scheduled for rehearsal prior to the performance. **This rehearsal is not to be used for blocking or fine tuning the performance.**

The sole purpose of the rehearsal is for the technical crew to learn the show and to execute cues. All blocking, fine tuning and performance aspects of the show

should be complete prior to arriving at the conference center. Please note only performers, performance coordinator(s), parents/guardians, and student chaperones can attend the rehearsal. Please note that any equipment removal from the stage will need to be rehearsed during this time, and additional time will not be given.

K. Travel/Meal Expenses

All expenses related to attending and performing during the General Session are the responsibility of the district/COE. The district/COE is liable for arranging transportation for the entire group to and from the San Francisco Moscone West Center. CSBA is available to assist the district/COE in locating hotel rooms. Meals will be provided before or after the student performances. No outside food and beverage can be brought into the conference center.

L. Recording

Recording of the students' performance will be available within 2 weeks of the close of the conference. This recording will be owned by the district/COE and may be distributed. CSBA and Show Imaging, Inc. will not be liable for any copywritten content that is distributed by the district/COE.

M. Submission

Submit a student entertainment performance no later than Wednesday, June 28. Submissions received after June 28 will not be accepted. To begin the submission process, [click here](#).

This document is intended to cover all aspects of what is expected, and what is provided. However, CSBA reserves the right to adjust as necessary for the successful production of the student performances. Questions regarding these guidelines should be directed to aec@csba.org.

II. Performance Schedule

1st General Session | Thursday, November 30
San Francisco Moscone West Center

Estimated Performance Time: 9:10 a.m. (10 minutes)
Rehearsal may be scheduled as early as 7:00 a.m. on November 30.

2nd General Session | Friday, December 1
San Francisco Moscone West Center

Estimated Performance Time: 2:10 p.m. (10 minutes)
Rehearsal may be scheduled as early as 12:00 p.m. on December 1.