

LATE NITE ART

Equipment & Venue

Guidelines



LATE NITE ART

Equipment Required

LATE NITE ART ONLY brings a laptop & art supply kits

AUDIO:

- ❖ Good quality speakers (PA System) for music & facilitation
- ❖ Auxiliary cable to plug Macbook laptop into audio system
 - ❖ Wireless microphone(s); if not available – cord mic

FURNITURE:

- ❖ Rectangular banquet-style tables under 42” in width (number of tables depends on number of participants)
 - ❖ A high top table or podium for facilitators laptop
 - ❖ Chairs equal to number of participants



Venue Guideline pt 1

WHAT WE NEED:

- ❖ Space is available for **2 full hours** for set-up and 1 hour for breakdown
 - ❖ Power outlet and AV connection available where facilitator is positioned (generally front and center)
 - ❖ Easily accessible tables and chairs on site
 - ❖ Good quality sound system & wireless microphones on site, easy to set up
 - ❖ If catering food: there is a separate space to prepare and stage food
 - ❖ For groups over 75 participants: a small stage that helps everyone see the facilitator
 - ❖ Recycling bins for excess paper during clean-up
 - ❖ Water source available nearby to fill jars and cleanup after event.
- Our art supplies are water soluble and non-toxic



Venue Guideline pt 2

WHAT TO AVOID:

- ❖ High ceilings that create an echo for music, or when facilitator speaks into microphone
- ❖ Venues that do not have long, banquet-style tables available – round tables NOT preferred
 - ❖ Facilitator podium/station tucked away; facilitators need to be at head of room
 - ❖ Venues where non-participants are in the space (no spectators)



NO Alcohol Policy

- ❖ After leading 175+ events in 9 countries, we have learned that serving alcohol before and during LATE NITE ART consistently diminishes the experience for the participants.

WHY NO ALCOHOL?

A large part of what we do is focused around meaningful dialogue. When participants are drinking, it affects their ability to communicate and relate to each other in deeper ways.

Moreover, as facilitators, it is challenging to instruct an inebriated group.

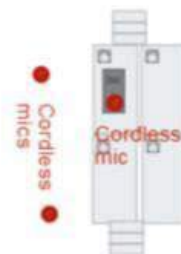
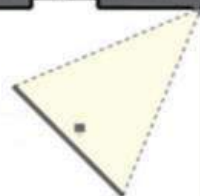
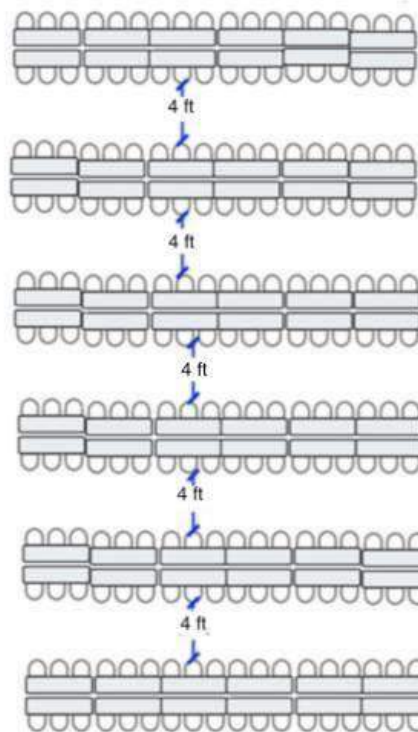
- ❖ Drinks can be served immediately following program



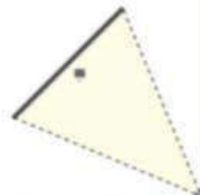
Examples of Ideal Space and Set-Up

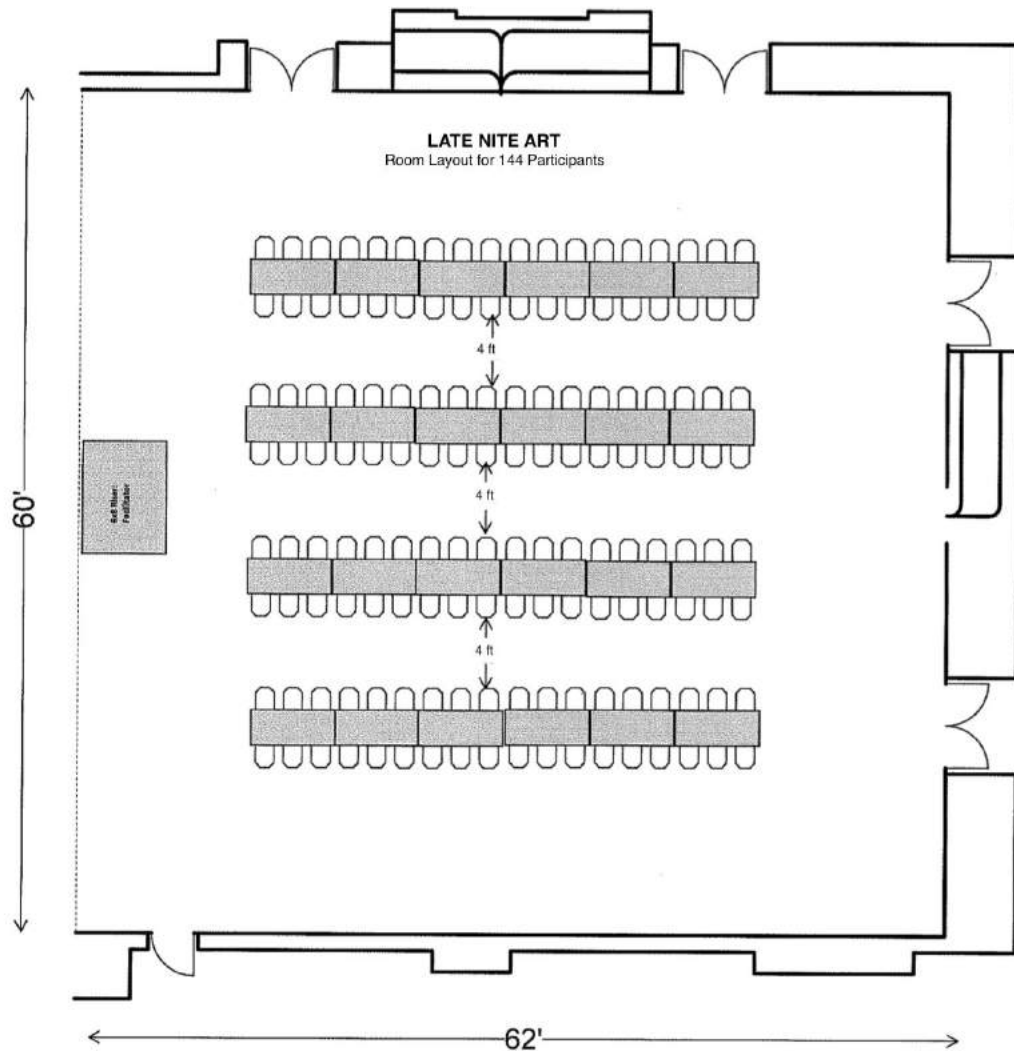


LATE NITE ART
Room Layout for 216 Participants



Connection
to house system
for group to
play music











LATE NITE ART



JOIN THE TABLE