

**Superintendent's District Advisory Panel
for
Exceptional Student Education**

**Awards Committee Miami Arts Studio 6 -12
Walk Through Meeting Notes
April 5, 2019**

- **Members:**

Co-Chairs: Kathy Vergara, Kelli Hunter-Sheppard (absent), and Angie Torres

Jesus Aviles (absent)
Rosa Maria Barbara (absent)
Nicole Berge-MacInnes
Lauren Bustos-Alban (absent)
Enrique Escallon (absent)
Suzette Demoya
Isabel Garcia (absent)
Georgina Mederos
Ana Mendez-Londono
Patrick Salmasi
Melissa Souza

- **Awards Ceremony "Time to Shine"**

Location: Miami Arts Studio 6-12 @ Zelda Glazer
15015 Southwest 24th Street, Miami, Florida 33185

Date: May 28 (Tuesday)

Time: Registration & Reception – 6:00 pm
Awards Ceremony – 7:00 pm

- **Miami Arts Studio Walk Through**

Dr. Miguel Balsera and Ms. Goya escorted Awards Committee members to the Cafetorium.

Parking

Parking is available for 180 vehicles. Additional parking will be available in the second parking lot, which is currently under construction. Ten VIP parking spaces will be reserved for dignitaries.

ESE Team was assisting with parking. VIP Escorts will be available, especially for the Superintendent

Guests will be directed to the Registration Area in the entrance courtyard. A special waiting area will be available for dignitaries. Dignitary gift bags will be available.

Registration

Miami Arts Studio will provide greeters to direct guests to the registration area. Miami Arts Studio will provide 6 four-foot rectangular tables, black tablecloths, and folding chairs for the registration area.

ESE will provide staff to assist with registration.

Following registration, guests will be directed to the Cafetorium. Miami Arts Studio Jazz Band will perform at the entrance of the Cafetorium.

Event Poster will be displayed at the entrance to the Cafetorium.

Cafetorium

ESE has ordered forty-five (45) tables to accommodate 450 guests including award recipients, families, school personnel Panel members, and dignitaries. Approximately 550 chairs will be ordered. Sebastian Ratti has donated black tablecloths for the event.

Tables will be placed in two groups of 23 and 22 in the Cafetorium with an aisle between.

Buffet tables will be on the end opposite the stage. ESE will order six additional rectangular tables for the buffet. Ruth Kruse will provide the tablecloths.

Ruth Kruse will coordinate the menu and decorations.

Food: Italian
Plates will be ready for serving

Decorations: Plants and Lights (Kruse)
Colors: Gold and Black (Kruse)

Production

Miami Arts Studio will be responsible for:

Lighting
Sound
Stage Access

Stage: Podium, microphone, two tables & tablecloths for awards, chairs for dignitaries

Screen is at the back of the stage and will not be used unless needed if the Superintendent does not attend.

Projector will not be used unless needed.

Security
Custodian

Entertainment

Award Ceremony PowerPoint will not be presented this year.

Coral Reef K-8 Center Dance Group will perform during the ceremony before the award presentations. The team includes 15 students.

Miami Arts Studio Acapella Choir will sing the National Anthem after the Pledge of Allegiance. They will also sing "This is Me" to conclude the ceremony.

Photography

Fox Mar Photography or Cristina Cruz

