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PART I Guidelines For Fine Arts Facilities Use

Based on the variety of events held in Fine Arts Facilities, it is necessary to determine the amount of rehearsal and preparation required to ensure a safe working environment and efficient production experience for the group hosting the event and the technical crew. All rehearsals (both campus and non-campus groups) should be scheduled through the Fine Arts Center Manager.

Compensation for the student technicians working events for outside groups will be invoiced to the group/organization.

All groups/organizations (both Denton ISD and outside groups) must provide a minimum of four (4) ushers to prevent food or beverages from entering the facility, and to ensure proper audience behavior and care of the facilities.

Non-Denton ISD groups must contract (1) SRO or off duty police officer to be stationed in the lobby, or directly outside the lobby doors on the exterior of the building during events.

The FAC Manager will collaborate with the group event organizer prior to the event. For outside groups, the FAC Manager will determine the level of event and availability of crew members.

If the FAC Manager runs technical elements of the event, the fee for a FAC manager’s presence is $50 per hour.

Trained Crew Fees:

**FAC Manager**: Responsible for the safe running of the facility and training & scheduling of technician crews to work events. If a FAC Manager is needed for an event (Level F outside group) the recommended fee to invoice outside groups is $50 per hour. *(NOTE: This should be billed by Denton ISD coming through payroll if approved by Denton ISD).*

**NOTE**: A FAC Manager is responsible to train the students effectively and should rarely be needed for an event outside of the theatre department events they are required to run.

**Senior Technician** with 6 semesters of technical crew experience outside of class and has completed technical theatre 1, 2, & 3 or Production 1, 2, & 3 or any combination. Proficient in Lighting, Sound, Counter Weight System Operation.
$12 per hour

**Junior Technician** with 4 semesters of technical experience outside of class, and has completed Technical Theatre 1 & 2 or production 1 & 2 or any combination. Proficient in Lighting, Sound, Counter Weight System Operation.
$10 per hour.

**Sophomore Technician** with 2 semesters of technician crew experience outside of class and has completed technical theatre 1 or production 1. Works under the direct supervision of the FAC Manager and/or a Junior or Senior Technician.
$8 per hour.
Freshman Technician currently enrolled in Technical Theatre I and has interviewed to serve as a Fine Arts Center intern. This is a training position under the leadership of the FAC Manager and a Senior Technician Mentor.

Event Leader Campus Fine Arts Faculty member, campus counselor, campus administrator who has been trained by FAC Manager to use SM Console to lead Level A & B Denton ISD hosted events.

Rehearsal and technical requirements, by level:

Level A-
- Requires trained Event Leader (Fine Arts Faculty Member or trained administrator/counselor) from the campus
- No technicians required during the event, no rehearsal
- Use of two handheld microphones controlled through the SM Console
- General House lights and presets controlled through the SM Console’s touch system
- Non-moving curtains
- Projector use

Level B-
- One technician or trained Event Leader.
- One dry tech rehearsal may be required, tbd by the FAC Manager.
- Use of more than two microphones
- Lighting changes beyond the SM Console presets, requiring entering the control booth
- Traveling curtains
- One or more sound cue using the SM Console.
- Projector controlled through the SM console

Level C-
- Two-Four technicians required. One or two one hour dry tech rehearsals.
- Use of more than three microphones
- Lighting changes requiring programming the board.
- Traveling or flying curtains
- Sound Cues requiring opening the booth and using the board
- Video/Projector Cue(s)
  (NOTE: At level C a cue sheet should be provided by the group organizer prior to the first rehearsal).

Level D-
- Three- Six Technicians required. Minimum of one two-three hour technical rehearsal required.
- Use of more than three microphones
- More than 10 lighting changes requiring programming the board
- Traveling or flying curtain cues
- Multiple sound Cues requiring opening the booth and using the board
- Video/Projector Cue(s)
- Use of special effects such as fog, hazers, etc.
Level E-
Five to Eight technicians are required. Minimum of 2 three hour technical rehearsals.
All components listed at “Level D” plus operation of flying curtains and/or use of follow spots.

Level F-
More than Eight technicians required, minimum of 3 three hour technical rehearsals.
All components of “Level D” & “Level E”
Use of more than one cue of flying curtains and/or scenery.

At all levels, the group/organization is required to clear all personal effects from all areas immediately following the event or rehearsal. Organizations are required to walk the house and clear any remaining trash or programs. Total strike must be completed immediately following the final performance. Failure to strike will result in a bill for the labor. FAC teams cannot be responsible for any production elements remaining in the space following an event.

**Denton ISD Performance Scheduling**

The Fine Arts Centers were developed and designed to ensure state of the art instructional spaces for fine arts student learning in Denton ISD. Developing the yearly usage calendars, Denton ISD FAC Managers are encouraged to guide teams in following prioritization guidance, which is intended to ensure spaces maximize instructional use for the fine arts learning.

Denton ISD Fine Arts facilities are instructional spaces and are not available during the school day for non-Denton ISD events. The scheduling priority codes (listed below) guide the hierarchy of space reservation for performances.

Campus administration and/or Campus level Fine Arts Center Managers will have 2 local campus meetings in May to outline fine arts use, and then campus use, of Fine Arts Center for the upcoming year.

Beginning June 1, new requests from off the campus, but within Denton ISD may be submitted to the high school Fine Arts Center Manager.

Beginning August 15, non-Denton ISD Classification A groups may submit requests to the FAC Manager for any dates remaining on the calendar. Beginning September 1, non-Denton ISD Classification B Rentals may submit requests in writing, following the process outlined later in the document.

*It should not be assumed that every reservation can be filled early in the academic year. It is possible that non-Denton ISD groups may not have access to the spaces until after November 1. The delay may be needed to allow the technical theatre teams, which can be new each year, to train and acquire the knowledge and skills necessary to safely run the equipment.*
**Priority codes** can help determine scheduling priorities for the yearly calendar. Once an event is scheduled and confirmed on the campus FAC calendar, it should not be moved or canceled without collaboration with the person who made the reservation.

### Scheduling Priority Code

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Campus High School Performing Arts Contests or Competitions that involve UIL, TMEA, or equivalent at the zone, district, area, or regional level.</td>
</tr>
<tr>
<td>2</td>
<td>Campus High School Performances from Fine Arts area (theatre, choir, band, orchestra, dance)</td>
</tr>
<tr>
<td>3</td>
<td>Festivals or Clinics that involve one Campus Performing Arts group with an outside clinician.</td>
</tr>
<tr>
<td>4</td>
<td>Campus Performing Arts group pre-scheduled technical rehearsals, occurring the week of a performance.</td>
</tr>
<tr>
<td>5</td>
<td>Campus High School Administrative Events (Counselors, principals) Groups will be assigned scheduling priority by the campus principal or his/her designee.</td>
</tr>
<tr>
<td>6</td>
<td>Middle School UIL Performing Arts Contests involving 3 or more Denton ISD schools</td>
</tr>
<tr>
<td>7</td>
<td>Campus High School “School Wide” organizations (athletic awards, NHS Induction, etc.) Groups will be assigned scheduling priority by the campus principal or his/her designee.</td>
</tr>
<tr>
<td>8</td>
<td>Middle School Pre-UIL clinics involving 3 or more Denton ISD schools</td>
</tr>
<tr>
<td>9</td>
<td>Middle School Fine Arts Performances not related to UIL or a contest involving two or more Middle School Campuses.</td>
</tr>
<tr>
<td>10</td>
<td>District Wide Elementary Performances involving all elementary campuses (Such as district wide honor choir)</td>
</tr>
<tr>
<td>11</td>
<td>Single Campus Middle School Fine Arts Performances from a feeder school</td>
</tr>
<tr>
<td>12</td>
<td>District Wide Non-Fine Arts Activities (staff development, meetings, etc)</td>
</tr>
<tr>
<td>13</td>
<td>Campus High School Clubs (Non-Fine Arts student clubs with an adult sponsor from the campus)</td>
</tr>
<tr>
<td>14</td>
<td>Non-Denton ISD Events (outside performing groups, meetings, etc).</td>
</tr>
</tbody>
</table>
Fine Arts Facilities Usage Guidelines

To ensure Fine Arts Facilities are maintained, it is important that all groups using the facilities honor the guidelines outlined below. The contact person for any event should ensure the following facility usage instructions are reviewed with all involved ushers, sponsors, chaperones, performers, and stakeholders involved in the event.

I. General Guidance

A. Student technicians will be allowed a 15 minute paid break every three hours. Please plan accordingly.

B. The FAC Manager should assign a trained stage manager to any event above a Level C. The stage manager will organize and oversee the technical crew, and communicate with the event organizer.

C. The FAC Manager and the event coordinator will ensure that all involved understand the role of the technicians in the event rehearsal and performance process
   1. Student technicians are trained to guide responsible and safe behavior in the facility.
   2. Student technicians have the authority to restrict access to the control room, catwalk, and backstage areas as needed.
   3. Student technicians take direction from the event coordinator and the FAC Manager. If a participant wants to give direction to a student technician it should come through the event coordinator.
   4. If a student technician behaves inappropriately, the FAC manager or event coordinator should be notified immediately.

D. All student technicians should be on headset to receive and call cues. Unless there is an emergency, event participants should refrain from communicating with technicians on headset so that they can hear and call the needed cues. Use of the clear com system is determined by the FAC Manager or Stage Manager assigned to the event by the FAC Manager.

E. Student technicians will run all technical elements/equipment.

F. The group/organization will be responsible for setting up and removing any props used for the event. Props should be removed immediately following the event by the group/organization using the space.
   1. If a prop requires hanging it must be approved at least three days in advance by the FAC manager, and hanged outside of the rehearsal time by a trained crew member under the supervision of the FAC Manager.
   2. Nothing shall ever be taped, stapled or pinned to the curtains or walls in the FAC.
   3. Nothing shall be stapled or nailed to the front of the stage.
   4. Glitter and hay are not allowed in Denton ISD FAC’s.

G. No food or drink (except water) is allowed in Denton ISD FAC’s at any time.
1. It is the responsibility of the group/organization to monitor and enforce this policy.

H. Use, possession, or storage of any pesticide or chemicals on District property is prohibited.

I. All events require a **minimum of one custodian** hired to be on duty to ensure restrooms and general use areas are cleaned during and following the event and to empty lobby trash cans following events. The recommendation is one custodian per 250 expected audience members.

II. **General AV Use**

A. It is recommended that sound be recorded as immediately cued for playback.

B. Cue Sheets should be provided in advance to ensure specific timing is met

C. Microphones should not be tapped or blown into as that damages the filaments

D. Mic cords should be rolled by a trained technician

E. The projector must be turned off after use to prevent burnout of the bulb

III. **Stage Usage Guidance**

A. Food or drink (except water) is not allowed on stage. The exception is a performance that requires a food prop, in which case the group/organization must immediately clean up any food dropped or spilled.

B. All items must be removed immediately following the performance. Any item left after strike will be disposed of.

C. Nothing shall be nailed, screwed, or stapled to the stage floor

D. Performers/participants are to be instructed not to touch the stage draperies, cyclorama or scrim. Natural oil in the hands can damage the curtains and shorten the life of the flame retardant. These instructions are extremely important for the cyclorama (white curtain). It is very expensive and cannot be cleaned. A hand touch can create an oil spot that dirt will stick to, causing a stain that cannot be cleaned off.

E. Unauthorized personnel are never allowed in the grid area. FAC Manager approval is required for entry to these areas.

F. Do not tamper with or block emergency/fire protection equipment on stage (fire curtain release, manual smoke door releases, fire extinguishers, emergency exits, etc.).

G. All technical support elements are to be used only by trained technicians/faculty approved by the FAC Manager.

H. Do not touch, tamper with, or attempt to operate the motorized battens. These are to be operated by trained personnel only. If a call of Head's Up is given, please move off the stage and respond with an audible “Thank You”.

I. The use of fog/haze or any special effects is to be approved by the FAC Manager. If a strobe light is used, a warning sign must be placed clearly in the lobby for audience members to see.
J. No scenery, props, furniture, platforming or any items may block the fire curtain pathway to lower all the way to the ground.

K. The use of any pyrotechnics, flame (including candle, matches, etc) and any liquid combustible such as lamp oil, kerosine, or gasoline is strictly prohibited unless written approval has been obtained from the fire marshall, the FAC Manager, and the campus principal.

L. Prop weapons must be pre-approved by the campus SRO in writing at least three days in advance. Prop guns are required to have an orange tip. All prop weapons, including plastic, must be locked in a case, checked out right before use on stage, and immediately following use must be checked back in to be locked up.

M. Groups may only inhabit officially reserved areas and are restricted to access to any non-reserved portions of the facilities.

N. Group Event Coordinator is responsible for the behavior of any group in the FAC area and will be responsible for any damage due to misuse, unauthorized use, or vandalism by any of their group participants.

IV. General Dressing Room Instructions

A. Dressing rooms must be cleaned and left in an orderly condition after each rehearsal/performance/and strike. All areas must be cleaned and items must be cleared out.

B. Do not remove or tamper with any lighting, mirrors or electrical outlets.

C. Do not remove any chairs or the handicap bench from the dressing room.

D. Each group is responsible for supplying their own towels for the dressing rooms and removing the towels immediately after each rehearsal/performance. Damp towels should never be left in the dressing rooms.

V. Lobby instructions

A. The lobby must be monitored prior to the start of the show, at intermission, and following the show by 4 attendees assigned by the group. During the run of the show two attendees should remain in the lobby to monitor, and two attendees may watch the show in the house.

   1. Lobby monitors must ensure
      a) No food or drink enters the house of the FAC
      b) Orderly conduct occurs in the lobby and house
      c) Any suspicious or disruptive behavior is reported to the event organizer, SRO or FAC Manager
      d) The four attendees should walk the house following the event and pick up any unwanted items left in the house.

B. Outside of Denton ISD groups, the lobby must be monitored by an SRO.

C. Denton ISD recommends QR code digital programs in place of paper programs. In the event that paper programs are used, it is the responsibility of the event coordinator to ensure the lobby is clear of all paper immediately following each performance.
PART II Process for Fine Arts Facility Rentals by Groups Outside of Denton ISD

All policy from Denton ISD GKD Legal & Local apply to rentals of Fine Arts Facilities

Rental Group Classifications for Fine Arts

Group A Classification is any group whose organization is functioning in direct service to Denton ISD students/faculty. Group A Classification may be sponsored by the campus trained Fine Arts Event Leaders as a Fine Arts group with no rental fee. The sponsoring Event Leader must be fully present for all rehearsals and events and the group must still pay required technician service fees. Group A classifications include these organizations: PTA, Fine Arts Booster Clubs, Denton Public School Foundation, Town Hall meetings from elected legislative representatives & Denton Rotary/Interact and Kiwanis/Key Clubs.

Group B Classification includes any organization outside of Denton ISD such as Dance Studios, Theatrical Companies, Arts Organizations, etc. Denton ISD employees may not represent a B Classification external organization to circumvent the Facility Rental and Related Fees.

RATES for Outside Groups

Rates and fees related to the use of the FAC facilities will be subject to annual review, and may be modified. All confirmed facility reservation agreements will be honored at the rates at the time of execution. Building heating and cooling costs, maintenance costs, and other factors determine the facility rental fee structure and are therefore subject to annual review and adjustment.

Rental Fees will be deposited into a maintenance account dedicated to the specific rental facility.
Technical Labor fees will be billed by the FAC manager and Rental fees will be billed by the DISD district Maintenance department.

Technical Labor fees require a 50% deposit at time of reservation.

NOTE: PRICES BELOW DO NOT INCLUDE REQUIRED TECHNICAL SERVICES FEES. TECHNICAL SERVICES FEES ARE QUOTED THROUGH THE CAMPUS FINE ARTS CENTER MANAGER.

<table>
<thead>
<tr>
<th>Fine Arts Facilities</th>
<th>3 Hour Rental Minimum</th>
<th>Cost for Each Add’l Hour</th>
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</thead>
<tbody>
<tr>
<td>Fine Arts Center/Auditorium</td>
<td>$1500</td>
<td>$150</td>
</tr>
<tr>
<td>● Level One Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of stage, lobby and house area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Level Two Rental</td>
<td>$2000</td>
<td>$200</td>
</tr>
<tr>
<td>Use of FAC, dressing rooms, ticket booth, lighting/sound/projection booth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: requires additional fees of hired technician(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Level Three Rental</td>
<td>$3000</td>
<td>$300</td>
</tr>
</tbody>
</table>
Use of all in Level Two, plus Gallery

<table>
<thead>
<tr>
<th>Facility</th>
<th>Level One Rental</th>
<th>Level Two Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts Center Gallery &amp; Lobby</td>
<td>$1000</td>
<td>$1500</td>
</tr>
<tr>
<td>Black Box Theatre</td>
<td>? $1000</td>
<td>?$1500</td>
</tr>
<tr>
<td>● Level One Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Black Box and Lobby</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Level Two Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of Dressing Rooms, ticket booth, Lighting and sound (with technician(s))</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts Classroom</td>
<td>? $100</td>
<td>?$50</td>
</tr>
<tr>
<td>(in conjunction with FAC/Black Box Rental--With administrator approval)</td>
<td></td>
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</tbody>
</table>

The above fees are based on a three hour minimum, and after the three hour period, any portion of an hour beyond 15 minutes will result in the organization being billed for the full hour.

The basic fees quoted above do not include charges for required employee services (technicians, custodians, SRO’s etc). All groups renting the facility must designate an event contact person responsible for meeting with the FAC manager prior to the executed reservation. This meeting will determine the level of event and subsequent crew fees.

**Employee Services**

In addition to facility rental fees, the fees for employee services are billed for a minimum of three hours at the following hourly rates:

All employee service hours are billed at a three hour minimum and will be billed on 15 minute increments based on the full hour rate.

The Fine Arts Center Manager will determine the minimum number of staff necessary based on the type of activity and anticipated number in attendance. Clients may provide additional labor, but that does not supersede the requirements above.

**Designated Holidays**

Denton ISD facilities are closed on the following days unless permission is granted from the Executive Director of Operations, The FAC Manager, and the campus principal. If permission is granted, employee service hours will be billed at two times the hourly rate listed above.

- New Year’s Day
- Martin Luther King Day
- Good Friday
- Easter Sunday
- Memorial Day
- Independence Day
Denton ISD Fine Arts Center Facility and Technical Services Guide 2022-2023 Version 1

- Labor Day
- Christmas Eve
- Christmas Day
- New Year’s Eve

Parking and Security
Denton ISD reserves the right to charge a parking fee for special events and to determine when officers/security are required to patrol traffic, and to monitor attendees. Groups are required to have a minimum of one SRO (Officer) per 500 expected attendees; in some cases Denton ISD reserves the right to require additional security personnel.

Prohibitions
Denton ISD shall have the authority to prohibit any performance, activity, or entertainment that does not meet community standards as approved by the campus principal.

Use or sale of any alcoholic beverages, illegal drugs, pyrotechnics, firearms, and the use of tobacco products is prohibited on Denton ISD District property (including parking lots). Use or possession of any herbicide or pesticide on Denton ISD property is prohibited by law. Please see GKA Legal regulations. Violations will result in immediate suspension of use of the facility. https://pol.tasb.org/Policy/Search/383?filter=GKA

Groups may not post any signage on district property except at the facility during the scheduled date and time of the reservation. All signage must be submitted to the campus principal for review and approval at least 15 days prior to the event. Signage must be immediately removed at the end of the reservation time.

Groups are strongly encouraged to use an online ticketing software program and assign monitors (ushers) to scan attendees into an event on a Denton ISD campus. Denton ISD reserves the right to access the attendee list if needed.

In the case of rehearsals, where an audience will not be present, the organization is expected to have an adult representative who has been background checked stationed at a single door to meet and identify participants. Participants not on the list for rehearsal should not be allowed entry. It is encouraged to have a sign in sheet or electronic check in process upon entry and exit from scheduled rehearsals. It is required to have a specified arrival window in which the single door designated for entry is monitored by a background checked adult. All additional doors must remain locked at all times.

Fine Arts Center/Black Box/Gallery Rental Procedures for Outside Groups (Class A & Class B)

All outside groups are required to provide insurance per GDK Local. Outside groups must complete a Denton ISD Facilities Reservation Form at least 90 days prior to the event to be routed through the following approval pathway:
Level One Approval of the form for Fine Arts Center/Auditorium/Black Box/Gallery Space is the FAC Manager.
- The FAC Manager will review the form to determine
  - Availability of the facility
  - Level of Event (A-F)
  - Availability of required Technical Crew

After determining the above factors, the FAC Manager may need more information. This could result in a call or in person meeting with the event contact person. The meeting will be called, if needed, by the FAC Manager. The contact person may request a tour/consultation meeting at a fee of $50 per hour.

Level Two Approval is the Campus Principal or their designee
- The campus principal will check the event against other campus events, and campus priority, consideration for parking, and other community standard considerations.

Level Three is Risk Management who will determine the appropriate insurance is in place for the organization to use the facility.

Level Four Approval is the Facilities Specialist or designee of the Executive Director of Operations who will determine the final billing in collaboration with the FAC Manager, ensure HVAC is scheduled, etc.

Following level 4 approval, the executed reservation form will be returned to the FAC Manager and the Organization Contact Person.

Insurance Policy (from GDK Local Board Policy)

Rental users shall sign a rental agreement and shall furnish evidence of liability insurance coverage. Any organization using District facilities shall be required to provide an original certificate of insurance, with the District named as the certificate holder and loss payee, indicating a minimum of $1,000,000 combined single limit for bodily injury and property damage liability coverage.

Additionally, the District shall be named as an additional insured on the required policy of liability insurance. The insurance carrier must hold a minimum “A” rating from the A.M. Best Company. However, the District reserves the right to determine the acceptability of a carrier regardless of its rating. The policy of liability insurance shall include and contain a mutual waiver of subrogation clause.

If a user requires more than one facility, then a certificate of insurance shall be required per structure. The insurance requirement may be waived for organizations that exist for the improvement of educational opportunity in the District, subject to approval by the Superintendent or designee. (Examples: school organizations, service organizations primarily made up of students or for the promotion of student and youth activities).
Denton ISD Fine Arts Center Table Arrangement

Please note that the images are not to scale.

1 x Round

2 x Round

3 x Round

4 x Round

10 x Round
Denton ISD Fine Arts Center Table Arrangement

Please note that the images are not to scale.

1 x Rectangle

2 x Rectangle

3 x Rectangle

4 x Rectangle

5 x Rectangle

Merch Setup