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To: Sara [IGOV]  
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Cc:  
Bcc:  
Subject: Draft notes  
Date: Wed Feb 16 2022 15:32:49 CST  
Attachments: DRAFT Terrace.docx

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Sara,

Here are DRAFT notes and a working draft of ideas for our terrace. The tent is optional.

Feel free to call me to discuss further.

Regards,  
Chris

Chris Kramer

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Iowa Department of Cultural Affairs  
Iowa Arts Council | Produce Iowa | State Historical Society of Iowa

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## DRAFT - Working Draft

### Notes from past video shoots

- NBC and ABC used our stair/stage extensions as a platform to sit anchors. Anchors typically used stools.
- Light poles on east side of terrace were removed/these are not currently up
- Cooling tower can be turned off to prevent steam on east side of building. Meg will schedule with DAS once we know the timing.
- Sandbags or weights are necessary to prevent lights and other equipment from falling over with the wind.
- A tent rental (with heaters) is not necessary but helps keep everyone warm. The anchors are typically just outside the tent or at the tent's edge when recording.
  - o Tents must be 5' away from exit doors

### DCA contact:

Meg Witt

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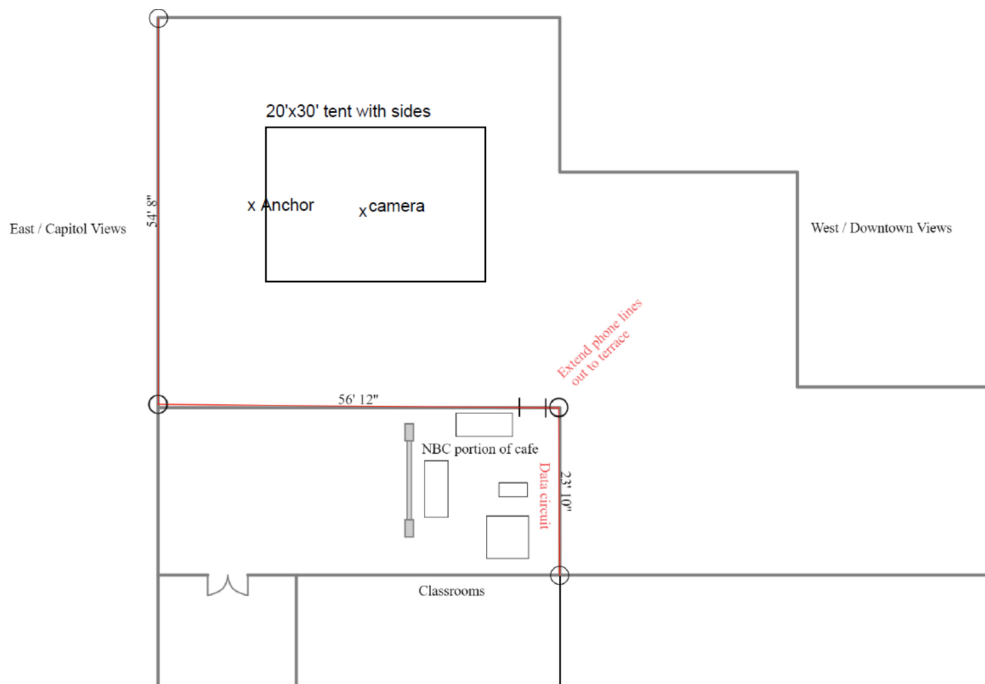
### Tent contact:

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### NBC layout



## Photos



