

Storage (if you have a multiple day event do you plan on storing items at the facility? This is not guaranteed and must be approved by both the PAC Coordinator and the Drama Department.)

Lighting: *Indicate which level of lighting support you would like provided. Lighting gels (color) are not provided by the district, clients need to bring their own. Sometimes gels are left over in the lighting instruments and can be used but this should not be expected.*

Basic- User can select 1 lighting preset (from a limited selection) that stays on their entire event. Presets include a general wash and some minimal isolation. No other changes can be made besides house lights turning off once before the show and back on once afterword's. (If something is missing no fixes can be made as a lighting technician will not be scheduled. There is no customization with this option. Examples would include a presentation.)

Standard – Lighting technician can operate presets and set up simple custom lighting in the time allotted. This is for the clients who want basic lighting control over their production. Designated specials can be refocused at client's request. (examples include music concerts; simple drama shows etc.)

Advanced – This option is recommended for more complex lighting events. The lighting tech can do everything in the standard option but extra time will be allotted for programing specifically. 2-4 hours will be provided to program lights at a reduced rate, only 1-3 people from the rental group may be present and this is only for programing lights. It is the responsibility of the client to schedule the extra time, waiting may result in no time being available to program or increased costs. (examples include drama productions, dance shows, etc.)

Spot light x (___) – Requires standard or advanced options; spot lights can be operated by approved clients.

Audio: *Indicate number needed. Number provided indicates how many available. Using any audio equipment requires an Audio tech. The titles are designed to recommend audio options for your event type (you may select items in other event types from your own).*

Presentation – Wireless Handheld 3 (1) Mic Stands: Boom 7 (1) Straight 0 (___)

Dance – Floor/Boundary mics 0 (___) Monitors 4 (___) Audio from Phone/Laptop (___)

Drama – Wireless Belt-Pack 4 (___) W/Lapel Mic 2 (___) W/Headset Mic 2 (___) Backstage Headsets 4 (___)

Musical Performance – Wired Vocal Mic 15 (6) Wired Instrument Mic 0 (___) DI Box 0 (___) Monitor Feeds 2 (2)

Describe what each Microphone/piece of audio equipment will be used for

(Anything not described won't be setup and may not be available for your event)

1 Wireless mic used by MC; 1 wired Vocal for main artist to sing; wired mic#2 for violin; wired mic 3 and 4 for percussion

instrument#1 "mrdangam", a 2-sided drum; wired mic#5 for percussion instrument#2 "Kanjira", a frame drum.

Wired mic#6 to be placed in front of drone; if possible, we can take a 1/8" audio line in instead of mic#6.

Any Other Requests/Comments: _____

(The goal of this form is to allow the PAC Coordinator/ BSD staff to support your event as best as possible. If something is omitted or this form is unclear it will weaken your final production. Please fill out to the best of your knowledge.)

Set-Up Diagram: stage setup in the photo attached.

Additional: *These are available with an additional cost to public users. This is for the PAC only, if you want items for the commons work directly with the building scheduler.*

Warehouse deliveries (\$100 dollars)

- Music Stands 60 (___)
- Choir Risers 5 (___)
- Band Risers 4' x 8' x 8" height 4 (___)
- Band Risers 4' x 8' x 16" height 8 (___)
- Band Risers 4' x 8' x 24" height 11 (___)
- Band Risers 4' x 8' x 32" height 9 (___)
- Shells (small) \$200

School

- Piano (upright) \$120
- Clouds (SHS, BHS, and NHS only) \$100
- Tables (5)
- Folding Chairs (10)

