Bellevue HS

Performing Arts Center

Equipment Form

Name of Organization: REDMOND TAMIL SCHOOL **Event Date** JUNE 15, 2019

Contact Person day of BALA ANANTHAN **Phone** 650-283-2165

Anticipated Attendance: Performers/Crew: 30 **Audience:** 450

Type of Performance: Tamil School Certificate distributions **Number of Performances:** 10

Description of Event Layout (Example 10 dances, intermission, then a band performance): Board Welcomes, Set of dances, board presentation, dramas, certificate presentations, board thanks everyone.

Date	Time In (Set up)	House Opens	Event Start Time	Event End Time	Breakdown Time	Rehearsal or Performance?
06/15/2019	1 PM	1:30 PM	1:30 PM	6:30 PM	7:00 PM	Performance

PAC Rooms Used ☑ Green Room ☑ Dressing Room ☐ Ticket Booth ☑ Front Lobby

Seating Style: ☐ **Single Production** (Audience sits and watches entire show. An intermission is common in this style)

☑ **Festival** (Audience may leave and move around during performance. This is common for all day events with multiple performing groups)

Stage/Scenery: Curtain Setup at Time In

☐ **Performance Ready** (all curtains flown in) ☑ **Open** (everything flown out, ideal for large stage setups and load ins)

☑ **Podium/Lectern** *Identify which side of stage* R (C) L

☑ **Projector:** (user must provide computer, VGA and HDMI adaptors provided.) ☑ **Presentation(screen)** ☐ **Background Image (Cyc)**

(Note our projectors are all designed for hitting the screen that is located at the front of the stage. You may test them out on the cyclorama [Back white curtain] but there is no guarantee on a good image) **Audio from laptop Yes** (✓) **No** (___)

Number of Times Projector Screen is used (moved in/out) (4)

☑ **Bringing Set Pieces/Props/Decorations: description (list all)** Some small vases, wooden baskets and 1 small chair

☐ **Flown Scenery:** (Describe all items in detail. It is the responsibility of the client to provide all hardware needed for rigging their items. Requires a rigging tech)

Item 1) _____ **# of times flown in/out**_____

Item 2) _____ **# of times flown in/out**_____

Item 3) _____ **# of times flown in/out**_____

Item 4) _____ **# of times flown in/out**_____

☐ **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 (3) Mic Stands: Boom 7 (7) Straight 0 (___)

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

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

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

Wireless handheld - Board presentations
Boom; Wireless Belt Pack Lapel Mic for Drama
Headset mics - For coordinating between shows and audio controller

Any Other Requests/Comments: None

(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:

<No additional requirements>