

Bellevue Performing Arts Center

Technical/Equipment Requirements:

Name of Group: Bellevue High School PTSA
 Name of Event: Parent Education Event Date: 2/27/17
 Contact: Evelyn Edgers Email: evelyn.edgers@gmail.com Phone: 425-785-2948
 Day of Event Contact Name and Number (if different from above): Same

Additional Rooms Used: (some rooms require approval and scheduling through the school)

Green Room Ticket Booth Commons/Lobby Cafeteria Other: _____

Expected Attendance: 100 Number of Performers: 3

Event Description: Parent Education presentation

Date	Time In (set-up)	House Opens	Event Start Time	Event End Time	Breakdown time
i.e. 4/5/2016	4:00pm	7:00pm	7:30pm	9:00pm	10:00pm
<u>2/27/17</u>	<u>5:30</u>	<u>6:00</u>	<u>6:30</u>	<u>8:30</u>	<u>8:30</u>

Stage/Scenery: Grand Drape Circle: Open or closed Center Traveler Circle: Open or Closed Cyc

Podium/Lectern Identify which side of stage R L Projection Screen (front projection only)

Projector: Computer or dvd Player (user must provide computer, no MAC support)

Bringing Set/Scenery Pieces: description _____

Flown Scenery*: description _____

*May require additional staff depending on use

Audio: Indicate number needed. Number provided indicates how many available.

Microphones: Wireless 4 () Countryman/Lapel 4 () Wired 15 (/)

Mic Stands 8 (/) Boom or straight Monitors 2 CD Player Connect ipod Headsets 4 ()

Lighting: Lecture (apron only) Standard (stage wash, can be operated by user)

Custom — Requires additional technician or user provided designer approved by the PAC Coordinator. Colored gels must be provided by the user.

Spot light — Requires additional technician or user provided operator approved by the PAC Coordinator/site supervisor.

Additional: These are available with an additional cost to public users

Music Stands 60 () Choir Risers 4 () Band Risers () Piano upright only Shell Clouds

Orchestra Pit Folding Chairs () Tables ()

Set-Up Diagram/Comments: (any additional needs i.e. chairs in green room, etc.)