

Bellevue Performing Arts Center

Technical/Equipment Requirements:

Name of Group: National Charity League - Emerald City
 Name of Event: Awards meeting Event Date: April 23, 2017
 Contact: Laura McKean Email: melinda.ete@comcast.net Phone: 206-595-0456
 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: Atrium in front of PAC entry
 (not commons)

Expected Attendance: 200 Number of Performers: 2
speakers

Event Description:

Awards Ceremony

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
4/23/2017	2:00pm		3:00pm	5:00pm	6:00pm

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 (1) Countryman/Lapel 4 (____) Wired 15 (____)

Mic Stands 8 (1) 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 (3)

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