Sammamish Performing Arts Center

Technical/Equipment Requirements:

Name if Group: Sammamish High School

Name of Event New Parent Orientation **Event Date** 9/7/2017

Contact Kim Chubbuck **Email** chubbuckk@bsd405.org **Phone** (425)456-7603

Day of Event Contact Name and Number (if different from above)

Kim Chubbuck (425)456-7603 or (425)232-4877

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

□ Green Room □ Ticket Booth □Commons/Lobby □ Cafeteria □Other:_____

Expected Attendance 100 - 150   **Number of Performers** 1

Event Description:

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
9/7/2017	5:30pm	5:45pm ~~6:00pm~~	6:00pm	7:00pm	7:30pm

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

☑ **Podium/Lectern** *Identify which side of stage* R (X) 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 2 (1) □Lapel 1 (___) □Wired 7 (___) □Floor/Boundary 4 (___)

□ Mic Stands 2 (___) Boom or straight   □Monitors   □CD Player □ Headsets

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** 5 (___) □ **Piano** upright only □ **Shells** □ **Clouds**   □ **Orchestra Pit**

□ **Folding Chairs** (___)   □ **Tables** (___)   □ **Band Risers** (___)

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