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Sammamish Performing Arts Center SEP 12 2017

Technical/Equipment Requirements:

Bellevue School District Facilities

Name of Group: SAMMAMISH HIGH SCHOOL
Name of Event: College Financial Aid Presentation Event Date: 9/21/2017
Contact: Arlene Scott Email: snottar@bsd405.org Phone: 206.412.1119
Day of Event Contact Name and Number (if different from above): (cell)

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

Green Room Ticket Booth Commons/Lobby Cafeteria Other:

Expected Attendance: 60 Number of Performers: 1

Event Description:

Table with 6 columns: Date, Time In (set-up), House Opens, Event Start Time, Event End Time, Breakdown time. Row 1: i.e. 4/5/2016, 4:00pm, 7:00pm, 7:30pm, 9:00pm, 10:00pm. Row 2: 9/21/2017, 5:30pm, 5:30pm, 6:00pm, 8:00pm, 8:30pm.

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

Podium/Lectern Identify which side of stage R C 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)
whichever is best for a powerpoint presentation

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.)