

BSD Performing Arts Centers

Equipment Use Form

Technical/Equipment Requirements:

Name if Group: Bellevue High PTSA
 Name of Event: Wolverine Guard Ceremony Event Date: 5/16/18
 Contact: Laurie Eide Email: LaurieEide@comcast.net Phone: 206-713-6067
 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: PAC
 Expected Attendance: 150-200 Number of Performers: 2

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
<u>5/16/18</u>	<u>6:30</u>	<u>6:45</u>	<u>7:00</u>	<u>8:00</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) Customer must provide adaptor to VGA

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 (1) Lapel () Wired () Choir () Floor/Boundary ()

Mic Stands () 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 () Choir Risers () Piano upright only Shells Clouds Orchestra Pit

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