

Bellevue Performing Arts Center

Technical/Equipment Requirements:

Name of Group: Belle vue High School PTSA
 Name of Event: Parent Education Event Event Date: _____
 Contact: Evelyn Edgers Email: evlyn.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: 4

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>10/24/17</u>	<u>7 pm</u>	<u>7:30 pm</u>	<u>7:30 pm</u>	<u>9 pm</u>	<u>9 pm</u>

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 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.)