

# BSD Performing Arts Centers

## Equipment Use Form

**Technical/Equipment Requirements:**

Name of Group: College Conference

Name of Event BSD College Conference Event Date 2/7/18

Contact Heather Smith Email smithhe@bsd405.org Phone 456-7608

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

Heather Smith

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

Green Room  Ticket Booth  Commons/Lobby  Cafeteria  Other: \_\_\_\_\_

Expected Attendance 75 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>2/7/18</u>	<u>4 pm</u>	<u>6:00</u>	<u>6:30</u>	<u>8:30</u>	<u>9:00</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 ( )  Lapel ( )  Wired ( 1 )  Choir ( )  Floor/Boundary ( )

Mic Stands ( 1 ) 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.)