Sammamish Performing Arts Center

Technical/Equipment Requirements:

Name if Group: _Sammamish High School Health classes_

Name of Event _SHS Health & wellness Night_ **Event Date** _4/3/2018_

Contact _Karissa Stay_ **Email** _stayk@bsd405.org_ **Phone** _(206)948-3218_

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

_____

Additional Rooms Used: (some rooms require approval and scheduling through the school)
☐ Green Room ☐ Ticket Booth ☐ Commons/Lobby ☐ Cafeteria ☑ Other: _rooms (already booked through SHS)_

Expected Attendance _± 200-300_   **Number of Performers** _n/a speakers - 6 total_

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
~~4/3/2018~~	~~5:00~~	~~5:45~~	~~6:00~~	~~8:15~~	~~8:45~~
4/3/2018	5:30	6:00	6:30	8:15	8:45

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 (2) ☐ 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   n/a
☐ 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.)

n/a