**Newport High School**

**Performing Arts Center Equipment Form**

Name of Organization: International School

Name of Event Class of 2018 Commencement Event Date 6.19.2018

Contact Jill Follett Email follettj@bsd405.org Phone 425.456.6512

 PAC Rooms Used [x]  Green Room [x]  Dressing Room [ ]  Ticket Booth [x]  Front Lobby

**Stage Being Used** [ ]  **Apron (front of stage, Grand/Main closed)** [ ]  **To Mid** [x]  **Full Stage**

Anticipated Attendance Performers: 80 Audience: 675

Number of Performances: 4 Type of Performance: musical

Description of Performance: band plays during staff and senior processionals;

choir sings National Anthem; choir sings mid-ceremony; band plays during recessional

Seating Style: [x]  Single Production (Audience sits and watches entire show. An intermission is common in this style)

 [ ]  Festival (Audience may leave and move around during performance. This is common for all day events with multiple performing groups)

**Stage/Scenery: Curtain Setup at Time In**

[ ]  **Performance Ready (all curtains flown in)** [x]  **Open (everything flown out, ideal for large stage setups and load ins)**

[x]  **Podium/Lectern *Identify which side of stage*** R **C L**

[ ]  **Projector:(user must provide computer and adapters, no MAC support)** [ ]  **Presentation(screen)** [ ]  **Background Image (Cyc)**

**(Note our projectors are all designed for hitting the screen that is located at the front of the stage. You may test them out on the cyclorama but there is no guarantee on a good picture) Audio from laptop Yes (\_\_\_) No (\_\_\_)**

[x]  **Bringing Set Pieces/Props/Decorations: description (list all) platform risers might be rented by staging company to create tiered seating on stage for graduates if not available from BSD and approximately 70 potted hydrangeas on stage**

[ ]  **Flown Scenery: description**

 **# of items flown**

 **(Everything flown must be discussed ahead of time with the PAC Coordinator to insure empty batons are available. Last minute requests may not be granted)** [ ]  **Hanging Once or** [ ]  **Flying during the Performance (Requires a Rigging Technician)**

 [x]  **Storage (if you have a multiple day event do you plan on storing items at the facility? This is not guaranteed and must be approved by both**

 **the PAC Coordinator and the Drama Department.)**

 **It is possible that staging equipment will be dropped off prior to assembly. If so, storage will be needed.**

**Lighting:**

 [x]  **Standard (stage wash, can be operated by user. Includes preset looks and lights up, lights down lighting.)**

 [ ]  **Custom – Requires a lighting technician or user provided designer approved by the PAC Coordinator. Colored gels must be provided by**

 **the user. (Custom lighting includes adding specials and isolating specific sections of the stage. This is required for anything more than a lights up and lights down show.)**

 [ ]  **Spot light 2 (\_\_\_) – Requires a lighting technician; can be operated by approved clients.**

**Audio: *Indicate number needed. Number provided indicates how many available.***

**Microphones: Wireless Handheld 4 ( 1 ) Mic Stands: Boom 13 (\_\_\_) Straight 4 (\_\_\_)**

**Wireless Belt-Pack 2 (\_\_\_) W/Lapel Mic 0 (\_\_\_) W/Headset Mic 2 (\_\_\_)**

**Wired Vocal Mic 4 (\_\_\_) Wired Instrument Mic 1 (\_\_\_) Floor/Boundary 1 (\_\_\_) Choir Mic 0 (\_\_\_)**

**Other Audio Equipment: CD Player yes (\_yes\_\_) DVD Player no ( \_\_\_) Clear Com Headsets 3 ( \_\_\_)**

**DI Box 0 (\_\_\_) Monitors 4 (\_\_1\_) Monitor Feeds 4 (\_\_\_)**

**Describe what each Microphone/piece of audio equipment will be used for**

**(Anything not described won't be setup and may not be available for your event)**

**Microphone for staff/student speaker; cd player and monitor requested last year, not sure why**

**Additional: *These are available with an additional cost to public users. This is for the PAC only, if you want items for the commons work directly with the building scheduler.***

[x]  **Music Stands 60 (\_35\_\_)** [ ]  **Choir Risers 5 (\_\_\_)** [ ]  **Piano upright only** [ ]  **Shells** [ ]  **Clouds** [x]  **Orchestra Pit**

[x]  **Folding Chairs (\_100\_\_)** [x]  **Tables (\_\_8\_)** [x]  **Band Risers (\_\_to accommodate 70 chairs\_)**

**Any Other Requests/Comments In past years, graduating seniors have been in chairs on four levels of risers on stage.**

**(The goal of this form is to allow the PAC Coordinator/ BSD staff to support your event as best as possible. If something is omitted or this form is unclear it will weaken your final production. Please fill out to the best of your knowledge.)**

**Set-Up Diagram:**