Sammamish High School

Performing Arts Center

Equipment Form

Name of Organization: Sammamish High School STEM Fair Committee

Name of Event STEM Career Fair   **Event Date** 5/23/18, 5-8pm

Contact Lisa Neshyba   **Email** neshybal@bsd405.org   **Phone** 425-466-8677

PAC Rooms Used   ☐ **Green Room**   ☐ **Dressing Room**   ☐ **Ticket Booth**   ☒ **Front Lobby**

Stage Being Used   ☒ **Apron (front of stage, Grand/Main closed)**   ☐ **To Mid**   ☐ **Full Stage**

Anticipated Attendance   Performers: 2-6   **Audience:** 300

Number of Performances: 1   **Type of Performance:** Lecture/Panel discussion

Description of Performance: We will start with a lecture using the projector with slides. We will then transition to a panel discussion with panelists on the stage sitting behind tables with microphones.

Seating Style: ☒ 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) ☐ **Open** (everything flown out, ideal for large stage setups and load-ins)

☒ **Podium/Lectern** *Identify which side of stage* Ⓡ 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)   2-3 tables with tablecloths and flowers, 4-6 chairs

☐ **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)

☐ **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.)

Lighting:

☒ **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 2 (_2_) Mic Stands: Boom 6 (_____) Straight 1 (_____)

Wireless Belt-Pack 1 (_____) W/Lapel Mic 1 (_____) W/Headset Mic 0 (_____)

Wired Vocal Mic 7 (_____) Wired Instrument Mic 3 (_____) Floor/Boundary 2 (_____) Choir Mic 2 (_____)

Other Audio Equipment: CD Player yes (_____) DVD Player no (_____) Clear Com Headsets 15 (_____)

DI Box 2 (_____) Monitors 4 (_____) Monitor Feeds 2 (_____)

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)

The wireless mics will be used for the lecturers and panelists. If more wireless mics are available (4 or 5 total) that would be great.

_____

_____

_____

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.*

☐ **Music Stands** 60 (_____) ☐ **Choir Risers** 5 (_____) ☐ **Piano** upright only ☐ **Shells** ☐ **Clouds** ☐ **Orchestra Pit**

☒ **Folding Chairs** (_6_) ☒ **Tables** (_2_) ☐ **Band Risers** (_____)

Any Other Requests/Comments: _____

Please have everything set up by 4pm. Guests will start arriving at 4:45pm.

_____

_____

(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: