**Bellevue Performing Arts Center**

**Technical/Equipment Requirements:**

**Name of Group: Curriculum Name of Event LEADERSHIP INSTITUTE Event Date August 8-12th**

**Contact Yasmina Patterson Email pattersony@bsd405.org Phone 425-456-4025 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 XCommons/Lobby X Cafeteria XOther:\_ PAC

**Expected Attendance 150 Event Description:**

**Number of Performers**

ONLY IN PAC August 8 and 10 from 8:00am-10:00am.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Time In**  **(set-up)** | **House**  **Opens** | **Event Start**  **Time** | **Event End**  **Time** | **Breakdown**  **time** |
| 8/8/16 | 7:00am | 7:30am | 8:00am | 4:00pm | 4:30pm |
| 8/10-11/16 | 7:00am | 7:30am | 8:00am | 4:00pm | 4:30pm |
| 8/12/16 | 7:00am | 7:30am | 8:00am | 12:00pm | 1:00pm |

**Stage/Scenery:** □ **Grand Drape** *Circle:* Open or closed □ **Center Traveler** *Circle*: Open or Closed □ **Cyc**

X **Podium/Lectern** *Identify which side of stage* R C L X **Projection Screen** (front projection only)

**X 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**:**X Wireless** 4 ( 4 ) □ **Countryman/Lapel** 4 ( ) □**Wired** 15 (\_ )

X **Mic Stands** 8 ( 4 \_) 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.)