

Newport Performing Arts Center

Technical/Equipment Requirements:

Name if Group: Newport Admin
 Name of Event Curriculum Night Event Date 9/22/16
 Contact Kevin Takisaki Email takisaki.k@bsd405.org Phone 425-456-7423
 Day of Event Contact Name and Number (if different from above)
Same

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

Green Room Ticket Booth Commons/Lobby Cafeteria Other: _____

Expected Attendance _____ Number of Performers _____

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>9/22/16</u>	<u>5pm</u>	<u>6pm</u>	<u>6:15pm</u>	<u>7pm</u>	<u>PAC End time</u>
				<u>(9pm)</u>	<u>Curriculum night end time</u>

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

Podium/Lectern Identify which side of stage R GL 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 3 (____) Lapel 2 (____) Wired 9 (____) Choir (____) Floor/Boundary (____)

Mic Stands (____) 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 Clouds Orchestra Pit

Folding Chairs (____) Tables (____) Band Risers

Set-Up Diagram/Comments: (any additional needs i.e. chairs in green room, etc.)