

Newport Performing Arts Center

Technical/Equipment Requirements:

Name if Group: _____

Name of Event FAFSA Night Event Date 10/12/16

Contact Karen Schultz Email Schulzkk@bsd405.org Phone 7455

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: _____

Expected Attendance 100 Number of Performers 1

Event Description: financial aid info for NTHS parents

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>10/12/16</u>	<u>6</u>	<u>6:15</u>	<u>6:30 pm</u>	<u>7:30 pm</u>	<u>7:30 pm</u>

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 3 Lapel 2 Wired 9 Choir Floor/Boundary

Mic Stands 1 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.)