

# International School Performing Arts Center

## Technical/Equipment Requirements:

Name of Group: Emerald Parents Association  
 Name of Event: Raising your children for success with Chinese-American Method Event Date 01/22/2017  
 Contact Shirley Sun Email shirleyxsun@hotmail.com Phone 425 681 1391  
 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: NA

Expected Attendance 200 Number of Performers 3

Event Description: A seminar for high school education and college application

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>01/22/2017</u>	<u>2:00 pm</u>	<u>2:15pm</u>	<u>2:30 pm</u>	<u>5:30 pm</u>	<u>6:00 pm</u>

**Stage/Scenery:**  Grand Drape  Open or  closed  Center Traveler  Open or  Closed  Cyc  
 Podium/Lectern Identify which side of stage R  C  L  Projection Screen (front projection only)  
 Projector: circle: Computer or dvd Player (user must provide computer, no MAC support)  
 Bringing Set/Scenery Pieces: description NA

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

Microphones:  Wireless 1  Lapel 1  Wired 4  Mic Stands 3 Boom or straight  
 Monitors  CD Player  Headsets Wanted two wireless, International only has one.  
 Offer wired or lapel for second.

**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  Chairs  Band Risers  Choir Shells  
 Tables

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