

Bellevue Performing Arts Center

Technical/Equipment Requirements:

Name of Group: Seattle Waldorf School - Three Cedars Grade School

Name of Event Grade School Sharing Assembly Event Date Saturday, February 2, 2018

Contact Pamela Collier Email pcollier@threecedarswaldorf.org Phone (425) 401-9874 x104

Day of Event Contact Name and Number (if different from above)

Pamela Collier (425) 765-5046

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

Green Room Ticket Booth Commons/Lobby Cafeteria Other: _____

Expected Attendance 350 Number of Performers 100

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
2/3/2018	8:00 a.m.	9:15 a.m.	10:00 a.m.	11:30 a.m.	12:30 p.m.

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 4 (2) Countryman/Lapel 4 (1) Wired 15 (____)

Mic Stands 8 (2) 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 (30) Choir Risers 4 (____) Band Risers (____) Piano upright only Shell Clouds

Orchestra Pit Folding Chairs (30) Tables (6) in green room

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