Sammamish Performing Arts Center

Technical/Equipment Requirements:

Name if Group: SHS Admin/Counseling

Name of Event ~~When~~ Incoming 9th Grade Registration **Event Date** Mon March 6

Contact _____ **Email** _____ **Phone** _____

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

Tom O'Connor   x 7607

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

☐ Green Room ☐ Ticket Booth ☐Commons/Lobby ☐ Cafeteria ☐Other:_____

Expected Attendance 200.   **Number of Performers** 1-2

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
3/6/17		6:30p		8:30p	

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 2 (__1__) ☒Lapel 1 (___) ☐Wired 7 (___) ☐Floor/Boundary 4 (___)

☐ Mic Stands 2 (___) 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** 60 (___)   ☐ **Choir Risers** 5 (___)   ☐ **Piano** upright only ☐ **Shells** ☐ **Clouds** ☐ **Orchestra Pit**

☐ **Folding Chairs** (___)   ☐ **Tables** (___)   ☐ **Band Risers** (___)

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