

# International School Performing Arts Center

**Technical/Equipment Requirements:**

Name of Group: Bellevue Schools Foundation  
 Name of Event \_\_\_\_\_ Event Date 3/21+22/17  
 Contact Christy Minter Email minteerc@bsd405.org Phone 425-456-4199  
 Day of Event Contact Name and Number (if different from above)  
Jeann e Gustafson Jeann e@bstdn.org

Additional Rooms Used: (some rooms require approval and scheduling through the school) none  
 Green Room  Ticket Booth  Commons/Lobby  Cafeteria  Other: \_\_\_\_\_

Expected Attendance ~~15~~ 0 Number of Performers 3

Event Description: Rehearsal of Speech for Spring For  
Schools. No Audience just parents + volunteers.  
 (2 students)

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>3/21/17</u>	<u>4:00pm</u>	<u>N/A</u>	<u>N/A</u>	<u>5:30pm</u>	<u>N/A</u>
<u>3/22/17</u>	<u>4:00pm</u>	<u>N/A</u>	<u>N/A</u>	<u>5:30pm</u>	

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

Audio: Indicate number needed. Number provided indicates how many available.  
 Microphones:  Wireless 1 ( )  Lapel 1 ( )  Wired 4 ( 1 )  Mic Stands 3 ( 1 ) Boom or straight  
 Monitors  CD Player  Headsets

Lighting:  Lecture (apron only)  Standard (stage wash, can be operated by user) None  
 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 None  
 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.)  
none