

Bellevue Performing Arts Center

Technical/Equipment Requirements:

Name of Group: Bellevue Towers COA

Name of Event Bellevue TOwers COA Annual Meeting Event Date February 7, 2017

Contact Cyndi Saunders-White Email cyndi@bellevuetowers.org Phone 206-518-7264

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 150 Number of Performers _____

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

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

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

Orchestra Pit Folding Chairs (____) Tables (7)

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

We would like to request 10, 8ft tables for use by the Board of Directors on stage and the reception area out side in the hall.