

Sammamish Performing Arts Center

Technical/Equipment Requirements:

Name of Group: Seattle Japanese School

Name of Event Graduation Event Date Mar. 4 and 11

Contact _____ Email _____ Phone _____

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 _____ 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
March 4 (reh.)	8:00am		9:20am	4:00pm	4:30pm
March 11 (Grad)	8:00am		10:30a	4:30pm	5:00pm

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 Flags

Flown Scenery*: description _____

**May require additional staff depending on use*

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

Microphones: Wireless 2 (2) Lapel 1 (____) Wired 7 (____) Floor/Boundary 4 (____)

Mic Stands 2 (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 (32 on stage) Tables (2 or 3) Band Risers (____)

Need to put 25 extra seats in audience. This has been approved.

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

See attached pictures and diagrams