

# Bellevue Performing Arts Center

## Technical/Equipment Requirements:

Name of Group: District College Conference  
 Name of Event: " " " Event Date: 2/16/17  
 Contact: Mary Beth Smith Email: smithm@ Phone: 456 7000  
 Day of Event Contact Name and Number (if different from above): same bsd405.org

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

Green Room  Ticket Booth  Commons/Lobby  Cafeteria  Other: we are using lots

Expected Attendance: 800 total Number of Performers: of rooms

Event Description: (125 in PAC)  
College Conference

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>2/16/17</u>	<u>4:30</u>	<u>6:30</u>	<u>6:00</u>	<u>8:30</u>	<u>8:30-9:00</u>

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

Mic Stands 8 ( ) 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 (2)  Tables (1)

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

