

Interlake Performing Arts Center

Technical/Equipment Requirements:

Name of Group: Bellevue Schools Foundation

Name of Event: Education Connections Event Date: 4/26/2017

Contact: Christy Montan Email: montan@bsd405.org Phone: x 4197

Day of Event Contact Name and Number (if different from above) or christy@bstdn.org
Jeanne Gustafson call 495-623-4136

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

Event Description: Lecture

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>4/26/17</u>	<u>5:30pm</u>	<u>6:00pm</u>	<u>6:30pm</u>	<u>8:30pm</u>	<u>9:00pm</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 2 (2) Lapel 2 (____) Wired 2 (____) Floor/Boundary (____)

Mic Stands (____) Boom or straight Monitors CD Player Headsets 4 (____)

Presenter prefers handheld

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 (____) Choir Risers (____) Piano upright only Shells Clouds Orchestra Pit

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