

Newport High School
 BSD Performing Arts Centers

Equipment Use Form

Technical/Equipment Requirements:

Name of Group: Newport High School Counselors
 Name of Event: BSD College Conference Event Date: 2/8/18
 Contact: Laura Klein Email: kleinl@bsd405.org Phone: 7457
 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: 4-500 Number of Performers: _____

Event Description: Annual BSD 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>2/8/18</u>	<u>4:30p</u>	<u>5:30p</u>	<u>6:00p</u>	<u>8:30</u>	<u>9pm</u>

Stage/Scenery: Grand Drape Open or Closed Center Traveler 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) Customer must provide adaptor to VGA

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) Lapel (___) Wired (___) Choir (___) Floor/Boundary (___)

Mic Stands (___) Boom or straight Monitors CD Player Headsets

on podium/lectern

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.)