

Bellevue High School
Performing Arts Center

Equipment Form

Name of Organization: Washington State PTA
Name of Event WA State PTA Region 2 Fall Conference Event Date Aug 21, 2018
Contact Jay Pulacode Email pta.reg2@wastatepta.org Phone 425.829.6435

PAC Rooms Used Green Room Dressing Room Ticket Booth Front Lobby
Stage Being Used Apron (front of stage, Grand/Main closed) To Mid Full Stage

Anticipated Attendance Performers: 2-4 Audience: 200
Number of Performances: lecture - (1) Type of Performance: lecture and Q&A session

Description of Performance: This will be a training conference for PTA leaders. We will be using the projector to present.

Seating Style: Single Production (Audience sits and watches entire show. An intermission is common in this style)
 Festival (Audience may leave and move around during performance. This is common for all day events with multiple performing groups)

Stage/Scenery: Curtain Setup at Time In

Performance Ready (all curtains flown in) Open (everything flown out, ideal for large stage setups and load ins)
 Podium/Lectern *Identify which side of stage R or L*
 Projector: (user must provide computer and adapters, no MAC support) Presentation (screen) Background Image (Cyc)

(Note our projectors are all designed for hitting the screen that is located at the front of the stage. You may test them out on the cyclorama but there is no guarantee on a good picture) Audio from laptop Yes () No ()

Bringing Set Pieces/Props/Decorations: description (list all) _____

Flown Scenery: description _____ # of items flown _____

(Everything flown must be discussed ahead of time with the PAC Coordinator to insure empty batons are available. Last minute requests may not be granted) Hanging Once or Flying during the Performance (Requires a Rigging Technician)

Storage (if you have a multiple day event do you plan on storing items at the facility? This is not guaranteed and must be approved by both the PAC Coordinator and the Drama Department.)

Lighting:

- Standard** (stage wash, can be operated by user. Includes preset looks and lights up, lights down lighting.)
- Custom** — Requires a lighting technician or user provided designer approved by the PAC Coordinator. Colored gels must be provided by the user. (Custom lighting includes adding specials and isolating specific sections of the stage. This is required for anything more than a lights up and lights down show.)
- Spot light** 1 () — Requires a lighting technician; can be operated by approved clients.

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

Microphones: Wireless Handheld 3 (3) Mic Stands: Boom 3 () Straight 0 ()
Wireless Belt-Pack 3 (2) W/Lapel Mic 0 () W/Headset Mic 3 ()
Wired Vocal Mic 15 () Wired Instrument Mic 0 () Floor/Boundary 0 () Choir Mic 3 ()
Other Audio Equipment: CD Player yes () DVD Player yes () Clear Com Headsets 2 ()
DI Box 0 () Monitors 4 () Monitor Feeds 2 ()

Describe what each Microphone/piece of audio equipment will be used for

(Anything not described won't be setup and may not be available for your event)

To present to the leaders
(lecture)

Additional: These are available with an additional cost to public users. This is for the PAC only, if you want items for commons work directly with the building scheduler.

- Music Stands 60 () Choir Risers 5 () Piano upright only Shells Clouds Orchestra Pit
 Folding Chairs (3) Tables (2) Band Risers ()

Any Other Requests/Comments: We would like to have the screen in front of the curtain.

(The goal of this form is to allow the PAC Coordinator/ BSD staff to support your event as best as possible. If something omitted or this form is unclear it will weaken your final production. Please fill out to the best of your knowledge.)

Set-Up Diagram: