**Bellevue Performing Arts Center**

**Technical/Equipment Requirements:**

**Name of Group:** \_\_\_\_\_\_\_\_Bellevue School District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Event** \_\_\_\_ BSD New Hire Orientation and Training \_\_\_\_\_\_\_ **Event Date**\_\_\_8/22/2016\_\_\_\_\_\_\_\_\_\_\_

**Contact**\_\_Diana Roberts\_\_\_\_\_\_\_ **Email** RobertsD@bsd405.org \_\_\_\_\_\_\_\_\_ **Phone** \_425-456-4109\_\_\_\_\_\_ **Day of Event Contact Name and Number** (if different from above)

\_\_\_\_\_\_\_\_Eric Ferguson 425-941-1999\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Additional Rooms Used**: (some rooms require approval and scheduling through the school) □ Green Room □ Ticket Booth □**Commons/Lobby □ Cafeteria** □Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expected Attendance** \_\_\_220\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Number of Performers** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Description: this is the BSD new Hire orientation. Dr. Mills will greet the new teachers and then we will have other presenters in the PAC until 9:45 AM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |
| 8/22/2016 | 7:00 am | 7:45am | 8:00am | 9:45am | 10:00 am |
|  |  |  |  |  |  |

**Stage/Scenery:** □ **Grand Drape** *Circle:* closed □ **Center Traveler** *Circle*: Closed □ **Podium/Lectern** *Identify which side of stage* LEFT □ **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(\_2\_\_) □ **Countryman/Lapel** 4(\_\_\_) □**Wired** 15 (\_1- to computer\_\_) □ **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** (\_\_\_) □ **Tables** (\_\_\_\_)

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