

Bellevue Performing Arts Center

Technical/Equipment Requirements:

Name of Group: Rain City Church
 Name of Event: Christmas Eve Service/Setup Event Date: Dec. 23/24
 Contact: Matt Woll Email: matt@raincitychurch.com Phone: 425-289-9251
 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: 400 Number of Performers: 30

Event Description: Setup for Christmas eve Dec. 23rd - Tech Rehearsal/Setup
Christmas Eve Service 4pm Dec. 24th

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>Fri Dec 23rd</u>	<u>6:00 pm</u>	<u>_____</u>	<u>_____</u>	<u>8:00 pm</u>	<u>_____</u>
<u>SAT Dec 24th</u>	<u>2:00 pm</u>	<u>3:30 pm</u>	<u>4:00 pm</u>	<u>5:00 pm</u>	<u>6:00 pm</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 Christmas Decor - Simple - Trees -

Flown Scenery*: description _____

*May require additional staff depending on use

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

Bring your own A/V

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 (4) Band Risers (2) Piano upright only Shell Clouds

Orchestra Pit Folding Chairs (____) Tables (____)

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