

# Bellevue Performing Arts Center

## Technical/Equipment Requirements:

Name of Group: Seattle Waldorf School - Three Cedars Grade School  
 Name of Event: Grade School Sharing Assembly Event Date: Saturday, Jan 28, 2017  
 Contact: Pamela Colmer Email: p.colmer@threecedarswaldorf.org Phone: 425.401.9074 x104  
 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: 350 Number of Performers: 100

Event Description: grades 1-8 students will perform music, dance, and skit numbers

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>1.28.2017</u>	<u>8:00am</u>	<u>9:15am</u>	<u>10:00am</u>	<u>11:30am</u>	<u>12:30pm</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 4 (2)  Countryman/Lapel 4 (1)  Wired 15 (\_\_\_\_)

Mic Stands 8 (2) 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 (30)  Choir Risers 4 (\_\_\_\_)  Band Risers (\_\_\_\_)  Piano upright only  Shell Clouds

Orchestra Pit  Folding Chairs (30)  Tables (6) - in green room

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