Newport Performing Arts Center

Technical/Equipment Requirements:

Name if Group: __BSD Communications Department__

Name of Event __Community Forum/Superintendent Search__   **Event Date**__Nov. 29, 2016__

Contact__Elizabeth Sytman / Gail Nelson__ **Email** __Sytmane@bsd405.org / nelsong@bsd405.org__ **Phone** __425-456-4127 / 425-456-4061__

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 _____   **Number of Performers** _____

Event Description:

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
11/29/2016	6:30pm		7:00pm	8:00pm	8:30pm

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** 3 (__1__) □**Lapel** 2 (____) □**Wired** 9 (____) □**Choir**(____) □**Floor/Boundary**(____)

□ **Mic Stands** (____) Boom or straight   □**Monitors**   □**CD Player** □ **Headsets**

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 □ **Clouds**   □ **Orchestra Pit**

☒**Folding Chairs** (_3-4_) ☒**Tables** (__1__)   □ **Band Risers**

Use music chairs from backstage   Custodian should be able to provide a table

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

Reminder: Computer can be hooked up on stage, but Rack must be turned on first.