

Bellevue Performing Arts Center

Technical/Equipment Requirements:

Name of Group: Tzu-Chi Academy

Name of Event 2017 Graduation Ceremony Event Date June 10, 2017

Contact Dennis Huang Email dennish@huskyden.com Phone 206-399-6879

Day of Event Contact Name and Number (if different from above)

Alternate contact: Pei-Hwa Lin 206-353-0465

Additional Rooms Used: (some rooms require approval and scheduling through the school)

Green Room Ticket Booth Commons/Lobby Cafeteria Other: _____

Expected Attendance 450 Number of Performers 100-150 but split into groups of 20-30 at any given performance.

Event Description: Graduation and award ceremony. Include student performance & slide shows.

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>06/10/2017</u>	8:00am <u>7:30a</u>	<u>8:45am</u>	<u>9:15am</u>	<u>11:15am</u>	<u>11:30am-12pm</u>

Stage/Scenery: Grand Drape Circle Open or closed Center Traveler Circle Open or Closed Cyc
 Podium/Lectern Identify which side of stage R Projection Screen (front projection only) half way
 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 (4) Countryman/Lapel 4 (____) Wired 15 (____)
 Mic Stands 8 (2) Boom or straight Monitors 2 CD Player Connect ipod Headsets 4 (3)

Hook up computer for sound in the booth
 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 (20)~~ ~~Tables (6)~~

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

Only 1 set of stairs at front of stage.