

International School Performing Arts Center

Technical/Equipment Requirements:

Name of Group: Kalapaia School of Performing Arts
 Name of Event: Annual Day Event Date: 06/17/2017
 Contact: Susan Papali Email: papalisusan@gmail.com Phone: 425-985-7759
 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: 100 Number of Performers: 15

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
6/17/2017	3:00PM	4:00 PM	4:30PM	6:30PM	7:00 PM

Stage/Scenery: Grand Drape 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: circle: Computer or dvd Player (user must provide computer, no MAC support)

Bringing Set/Scenery Pieces: description _____

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

Microphones: Wireless 1 (____) Lapel 1 (____) Wired 4 (____) Mic Stands 3 (____) 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 Chairs Band Risers Choir Shells
 Tables

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