

# Newport Performing Arts Center

## Technical/Equipment Requirements:

Name  Group: Department of Athletics & Activities  
 Name of Event Annual BSD Coaches Training Event Date Aug. 14, 2017  
 Contact Michelle Ball Email ballm@bsd405.org Phone x4210  
 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: 2 lecture halls, library

Expected Attendance 200+ Number of Performers 6

### 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
<u>8/14/17</u>	<u>3:00pm</u>	<u>3:45pm</u>	<u>4:00pm</u>	<u>8:30pm</u>	<u>9:00pm</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 <sub>3</sub> (2)  Lapel <sub>2</sub> (\_\_\_)  Wired <sub>9</sub> (\_\_\_)  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 (\_\_\_)  Tables (\_\_\_)  Band Risers

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

Please set up Commons to accommodate 200 people to eat dinner. Thank You!  
225  
(BSD Nutrition Services to cater.)