

Newport Performing Arts Center

Technical/Equipment Requirements:

Name if Group: Office of Congressman Adam Smith
 Name of Event: Townhall Event Date: 9/24/2017
 Contact: Lyndall Bervar Email: lyndall.bervar@marl.house.gov Phone: (425) 793-5180
 Day of Event Contact Name and Number (if different from above): Lyndall Bervar (253) 753-3329

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

Green Room Ticket Booth Commons/Lobby Cafeteria Other: Theatre

Expected Attendance: 500 Number of Performers: none (will need three

Event Description: This is a townhall event in which people from the community are all invited to come and raise any questions or concerns with Rep. Smith in person. [Microphones however]

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>9/24/2017</u>	<u>2:30 pm</u>	<u>3:00 pm</u>	<u>3:30 pm</u>	<u>4:30 pm</u>	<u>5:00 pm</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 3 (3) 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 () Tables () Band Risers

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