

Bellevue Performing Arts Center

Technical/Equipment Requirements:

Name of Group: Bellevue High School Counselors / College + Career Advisor

Name of Event Senior Family Financial Ad Night Event Date Thurs. 10/5

Contact Lisa Hansen Email hansenl@bsd405.org Phone 456-7028

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

Mary Beth Smith smithm@bsd405.org | 456-7033

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

Green Room Ticket Booth Commons/Lobby Cafeteria Other: _____

Expected Attendance 75 Number of Performers 1

Event Description:

Financial aid presentation, 1 speaker on stage with Power Point.

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>10/5/2017</u>	<u>6:00pm</u>	<u>6:30pm</u>	<u>6:30pm</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 4 (1) Countryman/Lapel 4 (____) Wired 15 (____)

Mic Stands 8 (____) Boom or straight Monitors 2 CD Player Connect ipod Headsets 4 (____)

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 (____) Tables (____)

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

No additional set up other than mic/podium, lighting and screen for power point presentation.