

# Bellevue Performing Arts Center

## Technical/Equipment Requirements:

Name of Group: Bellevue High School Counseling  
 Name of Event Running Start Information Session Event Date 2/13/18  
 Contact Sarah Manesh Berger Email maneshs@bsd405.org Phone 425-456-7032  
 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 2-3 presenters

Event Description: Counselors will be presenting to students and their families about the Running Start program.

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>2/13/18</u>	<u>3:00 pm</u>	<u>3:25</u>	<u>3:45</u>	<u>4:30</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 4 (2)  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.)