

Sammamish Performing Arts Center

Technical/Equipment Requirements:

Name of Group: Seattle Japanese School

Name of Event Graduation Ceremony Event Date 3/17/2018

Contact Mao Tanaka Email tanaka@seajschool.org Phone (425) 643-1661

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

(425) 435-8011

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

Green Room Ticket Booth Commons/Lobby Cafeteria Other: _____

Expected Attendance 400 Number of Performers 120

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>3/17/2018</u>	<u>8:00am</u>	<u>9:30am</u>	<u>10:00am</u>	<u>4:00pm</u>	<u>5:00pm</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 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 2 (2) Lapel 1 (___) Wired 7 (1) Floor/Boundary 4 (___)

Mic Stands 2 (2) 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 60 (___) Choir Risers 5 (___) Piano upright only Shells Clouds Orchestra Pit

Folding Chairs (___) Tables (2) Band Risers (___)

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