Newport High School

Performing Arts Center

Equipment Form

Name of Organization: _Newport High School Film ~~Prossion~~ Making Club_

Name of Event _Newport High School Film Festival_ Event Date _May 25th, 2018_

Contact _Steven Hamada_ Email _hamadas@bsd405.org_ Phone _425-456-7525_

PAC Rooms Used ☑ Green Room ☐ Dressing Room ☐ Ticket Booth ☐ Front Lobby

Stage Being Used ☑ Apron (front of stage, Grand/Main closed) ☐ To Mid ☐ Full Stage

Anticipated Attendance Performers: _15_ Audience: _25_

Number of Performances: _N/A_ Type of Performance: _Film Festival Screenings_

Description of Performance: _Student-submitted short films will be played_ _for the audience organized by type of film. There will be MC bits in_ _between and awards at the end, including Honorable Mentions in each_ _category, a Judges Award (1st place), and an Audience Award._

Seating Style: ☐ Single Production (Audience sits and watches entire show. An intermission is common in this style)

☑ Festival (Audience may leave and move around during performance. This is common for all day events with multiple performing groups)

Stage/Scenery: Curtain Setup at Time In

☑ Performance Ready (all curtains flown in) ☐ Open (everything flown out, ideal for large stage setups and load-ins)

☑ Podium/Lectern Identify which side of stage R C ⓛ

☑ Projector: (user must provide computer and adapters, no MAC support) ☑ Presentation(screen) ☐ Background Image (Cyc)

(Note our projectors are all designed for hitting the screen that is located at the front of the stage. You may test them out on the cyclorama but there is no guarantee on a good picture) Audio from laptop Yes (✓) No (___)

☑ Bringing Set Pieces/Props/Decorations: description (list all) _We will be bringing the awards_ _with us._

☐ Flown Scenery: description _____

_____ # of items flown_____

(Everything flown must be discussed ahead of time with the PAC Coordinator to insure empty batons are available. Last minute requests may not be granted) ☐ Hanging Once or ☐ Flying during the Performance (Requires a Rigging Technician)

☐ Storage (If you have a multiple day event do you plan on storing items at the facility? This is not guaranteed and must be approved by both the PAC Coordinator and the Drama Department.)

Lighting:

☑ **Standard** (stage wash, can be operated by user. Includes preset looks and lights up, lights down lighting.)

☐ **Custom** – Requires a lighting technician or user provided designer approved by the PAC Coordinator. Colored gels must be provided by the user. (Custom lighting includes adding specials and isolating specific sections of the stage. This is required for anything more than a lights up and lights down show.)

☐ **Spot light** 2 (____) – Requires a lighting technician; can be operated by approved clients.

Audio: *Indicate number needed. Number provided indicates how many available.*

Microphones: Wireless Handheld 4 (_2_) Mic Stands: Boom 13 (____) Straight 4 (____)

Wireless Belt-Pack 2 (____) W/Lapel Mic 0 (____) W/Headset Mic 2 (____)

Wired Vocal Mic 4 (____) Wired Instrument Mic 1 (____) Floor/Boundary 1 (____) Choir Mic 0 (____)

Other Audio Equipment: CD Player yes (____) DVD Player no (____) Clear Com Headsets 3 (____)

DI Box 0 (____) Monitors 4 (____) Monitor Feeds 4 (____)

Describe what each Microphone/piece of audio equipment will be used for
(Anything not described won't be setup and may not be available for your event)

Both mics will be used by the 2 MCs between showings of film categories.

Additional: *These are available with an additional cost to public users. This is for the PAC only, if you want items for the commons work directly with the building scheduler.*

☐ Music Stands 60 (____)   ☐ Choir Risers 5 (____) ☐ Piano upright only ☐ Shells ☐ Clouds ☐ Orchestra Pit

☐ Folding Chairs (____)   ☐ Tables (____) ☐ Band Risers (____)

Any Other Requests/Comments: _____

_____

_____

_____

(The goal of this form is to allow the PAC Coordinator/ BSD staff to support your event as best as possible. If something is omitted or this form is unclear it will weaken your final production. Please fill out to the best of your knowledge.)

Set-Up Diagram:

Podium w/ mics (2)

PROJECTER SCREEN DOWN

Curtains drawn