BSD Performing Arts Centers

Equipment Use Form

Technical/Equipment Requirements:

Name if Group: Track & Field

Name of Event Track & Field End of the Year Banquet   **Event Date** 5-29-2018

Contact Karrie Roberts   **Email** karrie@clarkroberts.org   **Phone** 425-891-9090

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

Same as above

Additional Rooms Used: (some rooms require approval and scheduling through the school)
□ Green Room □ Ticket Booth ☒Commons/Lobby □ Cafeteria □Other:_____

Expected Attendance 250-300   **Number of Performers** 165

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
5-29-2018	6:30 PM	7:00 PM	7:00 PM	9:00-9:30 pm	9:30PM

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) Customer must provide adaptor to VGA

□ **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**(1-2) □**Lapel**(___) □**Wired**(___) □**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 □ **Shells** □ **Clouds** □ **Orchestra Pit**

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