

Bellevue Performing Arts Center

Technical/Equipment Requirements:

Name of Group: Bellevue High School

Name of Event Taking Care of Business Day Event Date August 23, 2016

Contact Lynn Semler Email semlerl@bsh405.org Phone 7000

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 _____ Number of Performers _____

Event Description:

Multiple parts of the building being used. PAC used for presentation by principal for new students and parents.

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
August 23	7:30am		8:30am	9:30am	10:00am

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.)