Sammamish Performing Arts Center

Technical/Equipment Requirements:

Name if Group: National Honor Society

Name of Event New Member Induction Ceremony   **Event Date** May 9, 2018

Contact Jessica Youmans   **Email** Youmansj@bsd405.org   **Phone** 503-413-9157

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** 5 people on stage

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
5/9/18	4:00 pm	5:00 pm	5:30 pm	7:00 pm	7:30 pm

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 **Lectum**
☐ **Flown Scenery*:** description _____
May require additional staff depending on use

Audio: Indicate number needed. Number provided indicates how many available.
Microphones: ☒ **Wireless** 2 (1) ☐ **Lapel** 1 (___) ☐ **Wired** 7 (___) ☐ **Floor/Boundary** 4 (___)
☒ **Mic Stands** 2 (1) Boom or ⟨straight⟩   ☐ **Monitors** ☐ **CD Player** ☐ **Headsets**

? Not sure. Just normal lighting.

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** (___)   ☐ **Band Risers** (___)

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