

# International School Performing Arts Center

## Technical/Equipment Requirements:

Name of Group: Bellevue Youth Symphony Orchestra

Name of Event Parent Orientation Meeting Event Date September 19, 2016

Contact Trudi Jackson Email tjackson@byso.org Phone 425-241-4450

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 \_\_\_\_\_

### Event Description:

Parent Orientation meeting for youth orchestra participants.

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
9/19/2016	6:30pm		6:45pm	7:30pm	8:00pm

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: circle: Computer or dvd Player (user must provide computer, no MAC support)

Bringing Set/Scenery Pieces: description \_\_\_\_\_

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

Microphones:  Wireless <sub>1</sub> (1)  Lapel <sub>1</sub> (\_\_\_\_)  Wired <sub>4</sub> (\_\_\_\_)  Mic Stands <sub>3</sub> (1) 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  Chairs  Band Risers  Choir Shells

Tables

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