

**Bellevue High School**  
**Performing Arts Center**

**Equipment Form**

Name of Organization: Seattle Wind Symphony

Name of Event Rehearsal for Star-Spangled Event Date 7/2/2018

Contact Chris Barnes Email crbarnes@gmail.com Phone 206-713-0665  
President

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: 120 Audience: 0

Number of Performances: 1 Type of Performance: Rehearsal

Description of Performance: Band + Choir will join together to  
rehearse pieces for Star-Spangled Spectacular. Band may  
rehearse entire time in PAC with choir starting in  
band room + then joining band on stage.

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

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) \_\_\_\_\_

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** 1 (\_\_\_) — Requires a lighting technician; can be operated by approved clients.

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

**Microphones:** Wireless Handheld 3 (\_\_\_) Mic Stands: Boom 8 (\_\_\_) Straight 0 (\_\_\_)  
Wireless Belt-Pack 3 (\_\_\_) W/Lapel Mic 0 (\_\_\_) W/Headset Mic 3 (\_\_\_)  
Wired Vocal Mic 15 (\_\_\_) Wired Instrument Mic 0 (\_\_\_) Floor/Boundary 0 (\_\_\_) Choir Mic 3 (\_\_\_)  
**Other Audio Equipment:** CD Player *yes* (\_\_\_) DVD Player *yes* (\_\_\_) Clear Com Headsets 2 (\_\_\_)  
DI Box 0 (\_\_\_) Monitors 4 (\_\_\_) Monitor Feeds 2 (\_\_\_)

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)

**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. *for 80 people*

- Music Stands 60 (60)  Choir Risers 5 (\_\_\_)  Piano upright only  Shells  Clouds  Orchestra Pit  
 Folding Chairs (60)  Tables (\_\_\_)  Band Risers (\_\_\_)

**Any Other Requests/Comments:** *IF shells & clouds are no additional cost, then we will use. If cost then we will skip.*

(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:** *Band in front, Choir on risers behind. We will arrange chairs & stands for band. Percussion will fill on one side. Andy Robertson is in group & will set percussion.*