

BSD Performing Arts Centers

Equipment Use Form

Technical/Equipment Requirements:

Name of Group: NHS GIRLS SWIVE

Name of Event END OF THE YEAR BANQUET Event Date November 20, 2017

Contact Samantha Des Roches Email we3desroches@comcast.net Phone 415-505-9865

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 150+ Number of Performers _____

Event Description:

Date	Time In (set-up)	House Opens	Event Start Time	Event End Time	Breakdown time
<u>i.e. 4/5/2016</u>	<u>4:00pm</u>	<u>7:00pm</u>	<u>7:30pm</u>	<u>9:00pm</u>	<u>10:00pm</u>
<u>11/20/2017</u>	<u>7:30pm</u>	<u>7:30pm</u>	<u>7:30pm</u>	<u>9:00pm</u>	<u>9:00pm</u>

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 (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.)