

# International School Performing Arts Center

## Technical/Equipment Requirements:

Name of Group: SEL  
 Name of Event Houston Kraft Community Event Event Date Jan 25<sup>th</sup> 2017  
 Contact Windy Powell Email powellw@bsd405.org Phone                      x 4165  
 Day of Event Contact Name and Number (if different from above)

Windy 206-419-9419

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 1

### Event Description:

Speaking event

Date	Time In (set-up)	House Opens	Event Start Time	Event End Time	Breakdown time
<del>i.e. 4/5/2016</del>	<del>4:00pm</del>	<del>7:00pm</del>	<del>7:30pm</del>	<del>9:00pm</del>	<del>10:00pm</del>
Jan. 25, 2017	4:30pm		5:00pm	6:00pm	

**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 1 (1)  Lapel 1 (\_\_\_\_)  Wired 4 (\_\_\_\_)  Mic Stands 3 (\_\_\_\_) 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.)

Thanks!