

# Newport Performing Arts Center

## Technical/Equipment Requirements:

Name of Group: Counselors

Name of Event: Financial Aid Info Night Event Date: 9/27/17

Contact: Diane Lindsay Email: lindsayd@bsd405.org Phone: 425-456-7454

Day of Event Contact Name and Number (if different from above)

Tenna Maxfield 206 491 6584

Additional Rooms Used: (some rooms require approval and scheduling through the school)

☐ Green Room ☐ Ticket Booth ☐ Commons/Lobby ☐ Cafeteria ☐ Other: \_\_\_\_\_

Expected Attendance: 100-150 Number of Performers: 1

Event Description: Presentation by Meisha Wangerin, Seattle Univ fin. aid office, to parents regarding financial aid information to know for college.

| 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        |
| <u>09/27/2017</u> | <u>5:30pm?</u>   | <u>6:00pm</u> | <u>6:30pm</u>    | <u>8:30pm?</u> | <u>8:45pm</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)

☐ 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 3 (\_\_\_\_) ☐ Lapel 2 (\_\_\_\_) ☐ Wired 9 (\_\_\_\_) ☐ Choir (\_\_\_\_) ☒ Floor/Boundary (\_\_\_\_)

☒ Mic Stands (\_\_\_\_) Boom or straight ☐ Monitors ☐ CD Player ☐ Headsets

*doesn't matter what type. Just need ds.*

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 ☐ Clouds ☐ Orchestra Pit

☐ Folding Chairs (\_\_\_\_) ☐ Tables (\_\_\_\_) ☐ Band Risers

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

Basic. Will need to set up computer (district) to projection system and will need one microphone.