

# BSD Performing Arts Centers

## Equipment Use Form

### Technical/Equipment Requirements:

Name of Group: Belleveue Big Picture School  
 Name of Event: High School Graduation Event Date: 6/20/18  
 Contact: Karen Penewell Email: penewellk@bsd405.org Phone: 7801  
 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: 300 Number of Performers: 32 graduates

### Event Description:

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>6/20/18</u>	<u>4:00 pm</u>	<u>6:00 pm</u>	<u>6:30 pm</u>	<u>8:30 pm</u>	<u>9:30 pm</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 Balloons, flowers

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 (2) Boom or straight  Monitors  CD Player  Headsets

Lighting:  Lecture (apron only)  Standard (stage wash, can be operated by user)

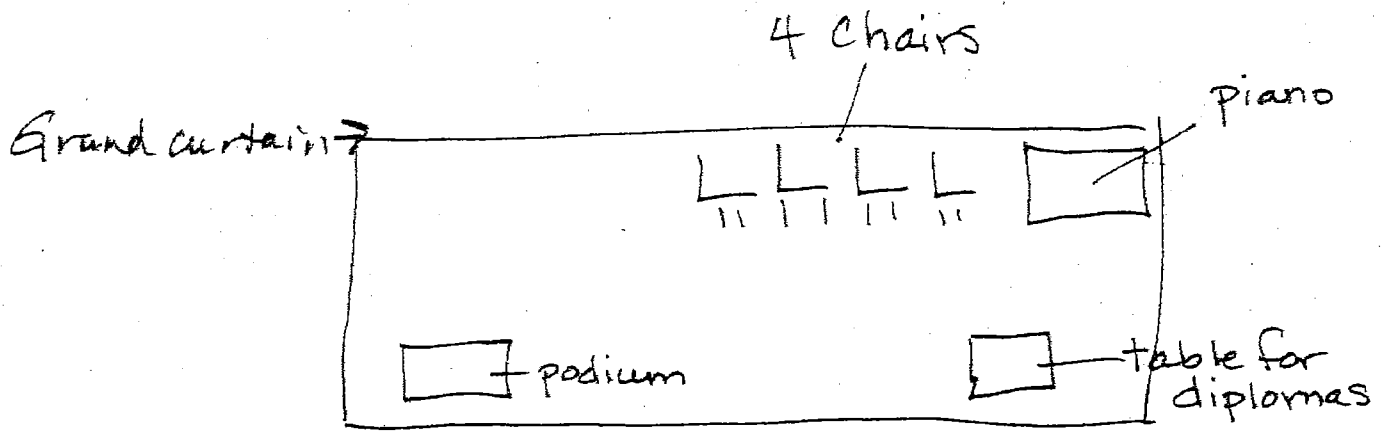
Custom — Requires additional technician or user provided designer approved by the PAC Coordinator. Colored gels must be provided by the user.

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.)



Stage front

