

# International School

## Performing Arts Center

### Equipment Form

Name of Organization: \_\_\_\_\_ Event Date: \_\_\_\_\_

Client's Stage Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

This person takes on the responsibility of being the district theater staffs primary contact for the day of event. They should be onsite your entire rental, be highly involved with your event, and be able to make production decisions for your organization. This person can make or break a production.

Anticipated Attendance: Performers/Crew: \_\_\_\_\_ Audience: \_\_\_\_\_

Type of Performance: \_\_\_\_\_ Number of Performances: \_\_\_\_\_

Description of Performance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Event Outline

Describe in detail what you would like to accomplish during the following time frames for your event. Any information added will help the performing arts center coordinator and the theater staff better support your event the day of.

<b>Setup</b>	
<b>House Opens</b> <small>(Time requested for house to be open before performance)</small>	
<b>Performance</b> <small>(ex: 15-20 songs, presentation)</small>	
<b>Intermission</b>	
<b>Strike</b>	

PAC Rooms Requested:     Green Room     Dressing Room     Ticket Booth     Front Lobby

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

**Festival** (Audience may leave and move around during the 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, VGA and HDMI adapters provided.)  **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 [Back white curtain] but there is no guarantee on a good image) **Audio from laptop** Yes (\_\_\_) No (\_\_\_)

**Describe Projector use for your event:** \_\_\_\_\_

**Flown Scenery:** (Describe all flown scenery in detail. It is the responsibility of the client to provide all hardware required for attaching their brought items to the theater rigging. Not mentioning specifics below may result in being unable to hang anything from the theater rigging.)

**Item 1)** \_\_\_\_\_ **# of times used** \_\_\_\_\_

**Item 2)** \_\_\_\_\_ **# of times used** \_\_\_\_\_

**Item 3)** \_\_\_\_\_ **# of times used** \_\_\_\_\_

**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 the PAC Coordinator.)

**Stage Set Pieces** (please describe all major set pieces that will be loaded in to the theater): \_\_\_\_\_

**Lighting:** *Indicate which level of lighting support you would like provided. **Lighting gels (color) are not provided by the district, clients need to bring their own. Sometimes gels are left over in the lighting instruments and can be used but this should not be expected and is not guaranteed.***

**Basic.** User can select one lighting preset (from a limited selection) that stays on their entire event. Presets include a general wash and some minimal isolation. No other changes can be made besides house lights turning off once before the show and back on once afterwards. If something is missing no fixes can be made as a lighting technician will not be scheduled. This option is recommended for events that don't require any lighting changes. (Examples include a presentation or solo artist.)

**Standard** – A district lighting technician can operate presets and set up simple custom lighting in the time allotted. Designated specials can also be refocused at the client's request (last minute requests may not be accommodated). This option is recommended for events that need a greater control over the theater lighting but do not require specific details for lighting changes. (examples include music concerts; variety shows, etc.)

**Advanced** –The lighting technician can program the lighting console and make general design choices for your event. Time should be set aside during your rental to specifically focus on lighting setup and programing as it could take 2-3 hours per event. Extra time can be requested outside your event time for lighting setup as scheduling allows. It is the responsibility of the client to schedule the extra time, waiting may result in no time being available to program. This option is recommended for events where there is a specific lighting vision in mind where lighting detailed changes are required during specific points during your production. (examples include drama productions, dance showcase performances, etc. This option is dependent on staffing availability.)

**Spot light** (\_\_\_) – (Requires standard or advanced options; spot lights can be operated by approved clients only).

**Lighting specifics:** \_\_\_\_\_

**Audio:** *Indicate number needed. Number provided indicates how many available. Using any audio equipment requires an Audio tech.*

**Microphones** – Wireless Handheld <sub>2</sub> (\_\_\_) Wired microphones <sub>3</sub> (\_\_\_) Mic Stands <sub>4</sub> (\_\_\_)

Floor/Boundary mics <sub>0</sub> (\_\_\_) Wireless Belt-Pack w/mic <sub>0</sub> (\_\_\_)

**Other** –Monitors <sub>2</sub> (\_\_\_) Audio playback (\_\_\_) Backstage Headsets <sub>7</sub> (\_\_\_)

**Audio specifics:** \_\_\_\_\_

**Other information to help support your event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(The goal of this form is to allow the Performing Arts Center Coordinator and other Bellevue school district theater 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. If any requests change after this form has been approved please notify the PAC Coordinator.)

## Set-Up Diagram:

**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 schools building scheduler.*

Warehouse deliveries \$100 flat fee per delivery

- Music Stands 60 (\_\_\_\_)
- Choir Risers (no rails) 5 (\_\_\_\_)
- Band Risers 4' x 8' x 8" height 4 (\_\_\_\_)
- Band Risers 4' x 8' x 16" height 8 (\_\_\_\_)
- Band Risers 4' x 8' x 24" height 11 (\_\_\_\_)
- Band Risers 4' x 8' x 32" height 9 (\_\_\_\_)
- Shells (small) \$200

School

- Piano (upright) \$120
- Clouds (SHS, BHS, and NHS only) \$100
- Tables (\_\_\_\_)
- Folding Chairs (steel) (\_\_\_\_)