

# Norwalk Performing Arts Center

## Facilities Request Form

Event Title: Eastview Spring Recognition Assembly

Event Date: Month: May Day(s): 21 Year: 2019

Event Time: 10:43 - 11:13

Type of Event:  Music  Presentation  Dance  Other

Anticipated number of participants: 10

Anticipated Audience Size: 450 (925 max)

Rehearsals: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Person Requesting: Bethany Watts Date: 4/25/19

Email: bwatts@norwalk.k12.ct.us Phone: \_\_\_\_\_

\*Custodians Requested: # \_\_\_\_\_ Hours: \_\_\_\_\_

\*Technicians Requested: # \_\_\_\_\_ Role(s): \_\_\_\_\_

Facilities Requested: (Special instructions submitted on separate sheet)

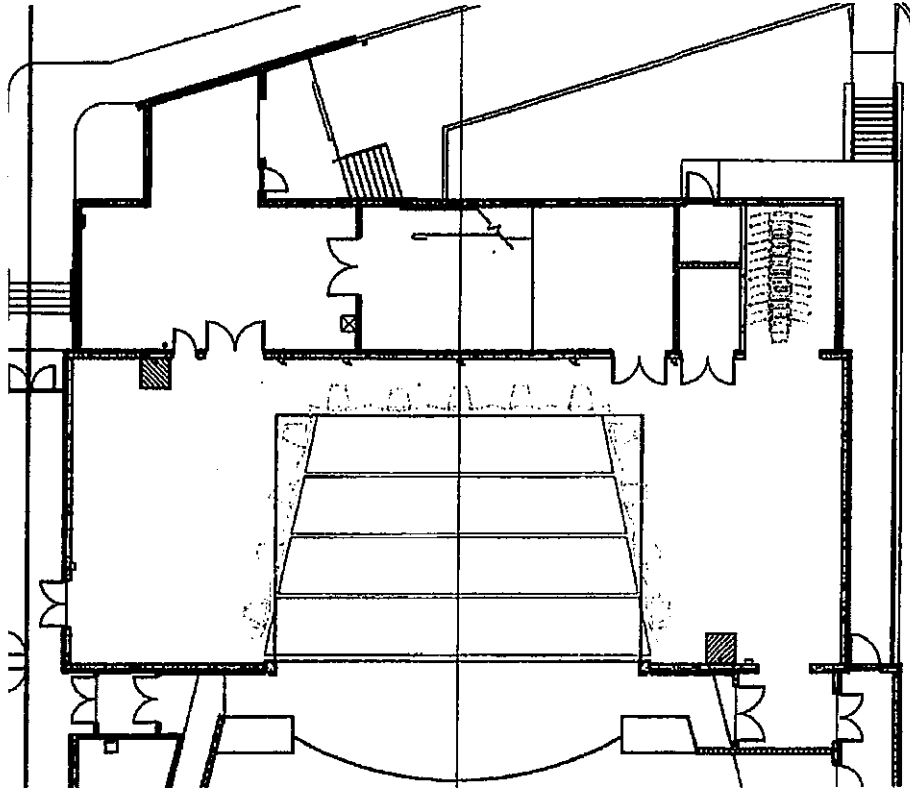
- Performing Arts Center
  - Dressing Rooms
  - Makeup Room
  - Green Room
- Eastview Cafeteria
  - East Side
  - West Side
- Other: \_\_\_\_\_

\* Rates for technicians and custodians to be outlined in rental contract.

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## PAC Setup Form

Stage Configuration:



Onstage Set:

- \*Choral Risers: # \_\_\_\_\_
- \*Other Platforms: # \_\_\_\_\_ Indicate location and height above.
- Anything needed hung above the stage? (Indicate location)
  
- Other Staging:

Update 3-1-2013 \*Indicates charges apply. Rates to be determined in rental contract.

PAC Setup Form

Microphones:

Available Equipment

18 Shure ULXD2 Wireless Dynamic Vocal microphones

18 Shure ULXD1 Wireless belt pack with Lavalier Omnidirectional microphones

12 Shure SM58 wired Dynamic Vocal microphones

6 Shure SM57 Wired Dynamic Instrument microphones

4 Shure SM94 Wired Condenser Instrument microphones

9 microphone stands (6 Straight, 6 Boom Stands)

- Handheld Wireless # 1 Mic Stands: # \_\_\_\_\_ (Mark on stage plan with X)
- Wireless Beltpack: # \_\_\_\_\_
- Wired Mics: # \_\_\_\_\_ (These are better for instruments and podium)
  - Podium       Instrument
- Other onstage needs:

Front, Side

Other Needs:

- Apron Only
- \*Podium (Indicate location above)
- Stage Monitor Speakers (4): # \_\_\_\_\_ Onstage / Backstage
- Music Playback *maybe* Computer / CD / Other
- Video Screen Computer / DVD
- \*Spotlights:     1                       2
- Other Requests: