

Broken Arrow Performing Arts Center
701 S. Main
Broken Arrow, OK 74012

Technical Rider

Please complete the following information. If you have questions, please feel free to contact:
BAPAC Director – Mark Frie – 918-259-5758

Production: _____

Sponsoring Organization: _____

Phone Number: _____

Person in Charge: _____

Rehearsal Date: _____

Rehearsal Set up time: Beginning _____ Ending _____

Rehearsal Show: Beginning _____ Ending _____

Production Date: _____

Production Set up time: Beginning _____ Ending _____

Production Show: Beginning _____ Ending _____

Stage:

Flown Scenery: YES / NO

Choral Risers: YES / NO Number: _____

Platforms: YES / NO Number: _____

Piano: GRAND / STUDIO

Scenery: YES / NO

Chairs: YES / NO Number: _____

Stands: YES / NO Number: _____

Acoustic Shell: ORCHESTRA / CHORAL / NONE

Conductor's Podium: YES / NO

Speaker's Lectern: YES / NO

Orchestra Lift Configuration: STAGE / HOUSE / PIT LEVEL / OTHER

Please explain: _____

Production will play in front of:

HOUSE CURTAIN / FIRST BLACK TRAVELER

SECOND BLACK TRAVELER / THIRD BLACK TRAVELER

CYCLORAMA / OTHER

Please explain: _____

Lighting:

Follow Spots: YES / NO Number: _____

Video Projector: YES / NO

Slide Projector: YES / NO

Overhead Projector: YES / NO

Projection: FRONT / REAR

Who will supply the projector: _____

Stage Wash: GENERAL WASH / SPECIFIC

****If you have specific areas to light, please designate those areas on page 3.**

Sound:

Down Stage Monitors: YES / NO

Backstage Monitors: YES / NO

Compact Disc: YES / NO

Cassette: YES / NO

DAT: YES / NO

Mini Disc: YES / NO

Microphones: YES / NO

Comments: _____

Please help us choose the right microphones for your event by filling out the following:

Microphone# Purpose Location

Will you require any set up in the lobby? YES / NO

Please explain:

****Please note that absolutely no food or drink is allowed inside the PAC auditorium.**

Please read your contract carefully as it will be strictly enforced. If members of your event set up before your contract time; or if your event or tear down continues past your contract expiration time, **YOU WILL BE BILLED.**

Prior arrangements must be made if you are going to leave anything in the building prior to or after your event. The BAPAC will not be held responsible for safeguarding those objects. The BAPAC reserves the right to end the event if you use live flame or motor vehicles on stage without prior consent, and a copy of the proper permits. It is your responsibility to obtain the proper permits from the City of Broken Arrow and to supply the BAPAC with copies of all permits prior to the event.

All facility requirements must be communicated to us in advance. Any last minute requests (i.e., extra microphones, lighting changes, spotlights, tables, etc.) on the day of rental shall be provided at the discretion of the Director of the PAC.

Please use the rest of this page to designate additional lighting, staging or specials, such as placement of scenery, platforms, risers, microphones, pianos, etc.