

PAC EQUIPMENT FORM; Directions for use (please read):

Return to PAC Coordinator within 5 days of Facility App submittal – fax 425-456-4584 OR 12037 NE 5TH Street, Bellevue WA 98005

To complete this form: In the COLUMN of the school being used CIRCLE the items needed.

If the equipment is available at that school, a 'Y' will be indicated. If it is not available 'N' is indicated. Associated costs are indicated with '\$Y'. A number indicates the *general* amount available at that school; *each theater, and the equipment within, are used daily for learning. At times the full number indicated is not available.*

Add special instructions on each line or at bottom in the comments section

Name of Event: BRAHMA KUMARIS W.S.O.	Contact Name: ALICE GLENN
Date of Event: 6/27-11 PAC: SHS	Contact Number: 206 913 8320
Description of Event: SPEAKER & DANCERS	

Add Comments in this column or at bottom ↓		IS	IHS	NHS	SHS
STAGE					
FULL STAGE Or		Y	Y	Y	Y
HALF STAGE Or	(Mid-stage forward)	N	Y	Y	Y
APRON ONLY	(In front of Grand curtain- generally used for lectures)	Y	Y	Y	Y
Grand Curtain Set	Circle one of the following: 1) Down & closed 2) Down & open 3) Stage Framed (grand-balanced w/false walls)				
Podium	Identify which side of stage SR	Y	Y	Y	Y
Choir Risers	Associated Costs & for public users only; Must be Ordered; 4 sections, 3 risers/20 students per section – no backs	\$Y	\$Y	\$Y	\$Y
Shells	Associated Costs to public users	N	\$Y	\$Y	\$Y
Clouds	Associated Costs to public users	N	N	\$Y	\$Y
LIGHTING					
House/Lecture	Audience and apron lights only	Y	Y	Y	Y
Standard	AS IS when you enter PAC; Can be operated by User from panel or turned on at start of program and left	Y	Y	Y	Y
Custom	Requires Technician -- Specific; include info on spots & genie lift	\$Y	\$Y	\$Y	\$Y
AUDIO					
Use of most items requires technician					
Choir Mic		2	2	0	2
Stage Monitor		2	4	4	3
Wireless Mic	① FOR SPEAKER ON MIC STAND	1	2	3	①
Floor Mic		0	4	0	3
Directional Corded Mic	① CORDED ON PODIUM	5	8	8	⑧
Communication Head-Sets	② 19L 19R 2 BOOTH 1 TICKET BOOTH 1 GRNRM	6	6	6	⑫
Projector (permanently mounted)	EPSON PowerLite 8300NL; User must bring in computer to project presentations	Front	Front	Front	Rear
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	Y
USER PROVIDED COMPUTER	No MAC Support				
CD Player		Y*	Y*	Y	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
Mic Stands	①	3	5	6	⑥
Music Stands	Must be Ordered; associated costs; in bulk of 30; 60 total; for community users only	\$Y	\$Y	\$Y	\$Y
Piano	Uprights only; associated costs-tuning fee to all (including visiting schools) except residing school	\$Y	\$Y	\$Y	\$Y
Other					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs 1 TABLE	Y	Y	Y	Y
Ticket Booth		N	Y	Y	Y
Coat Room		N	N	N	Y
Orchestra Pit	Associated Cost, cover removal/installation	N	\$Y	\$Y	\$Y
Lobby	2 table + 2 CHAIRS EA (4 TL) +	Y	N	N	Y
Other Rooms Needed	List other rooms being requested for use in the school				

*cannot accept MP3 formatted disks

Additional Comments: (please be as specific as possible, we will be using this to support your event)

12 Chairs in Lobby