

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 and not known until we arrive.

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

Name of Event: Cedar Crest Acad Winter PEF Day of Event Contact Name: Jacal Allard / Jodi Hillbrand-Johnson
 Date of Event: 12/15 +16 PAC or Schl: NHS Day of Event Contact Number: 206-852-7455 / 425-495-0620
 Description of Event: Winter Performance with children ages 3 to 7

Add Comments in this column or at bottom		Y	NHS	NHS	SYS
STAGE					
FULL STAGE Or			Y	Y	Y
HALF STAGE Or	(Mid-stage for use)	N	Y	Y	Y
APRON ONLY	(In front of CLOSED Grand curtain - generally used for lectures)		Y	Y	Y
Grand Curtain Set	(Circle One: 1) Down & closed 2) Down & open 3) Stage framed (up) with set at top (late walk entrance)				
LIGHTING					
House/Lecture	Audience and apron lights only		Y	Y	Y
Standard	AS is when you enter PAC; no light adjustments; can be operated by User from panel or button on a part of program and set	Y	Y	Y	Y
Custom	Requires Technician - specify; include info on to us & people file; EXCITED GELS ARE USER PROVIDED	Y	SY	SY	SY
AUDIO					
Use of most items requires technician					
Choir Microphones	hung at front of stage; used for choirs	0	2	0	2
Wireless Microphones	Handheld/Lapel (for 200 on)	1	2	2/3/1	1/0
Floor/ Table/ Boundary Microphones	lays flat on floor or table; supercardioid/condenser	0	2	3	3
Vocal/Instrument Microphones	Dynamic/supercardioid	4	6	7	13
Mic Stands		3	4	7	8
Monitors/Speakers	Generally used for musical feedback		4	3	3
Communication Head-Sets (wired only)		6	6	6	12
Projector	Epson PowerLite (3000); User must bring in computer to project presentation	Front	Front	Front	Front
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	Y
USER MUST PROVIDE COMPUTER	No PAC support	Circle here			
CD Player	*Cannot accept MP3 formatted disks	Y*	Y*	Y*	Y*
DVD Player		Y	N	N	N
Assisted Listening Devices		N	Y	Y	Y
ADDITIONAL OPTIONS					
Podium	Identify which side of stage: <u>1</u> R	Y	Y	Y	Y
Music Stands	Must be ordered; associated cost (delivery charge) for public events in house of 30-50 total	SY	SY	SY	SY
Choir Risers	Must be ordered; associated costs (delivery charge) for public events only; 4 sections, 3 risers/20 students per section - no backs	SY	SY	SY	SY
Shell	Associated Costs to public users	N	SY	SY	SY
Clouds	Associated Costs to public users	N	N	SY	SY
Orchestra Pit	Associated Costs cover removal/installation	N	SY	SY	SY
Other					
Locking Fly-Rail	Requires technician	N	Y	Y	Y
"Green" Room	1st items needed, i.e., tables, chairs	Y	Y	Y	Y
Ticket Booth		N	Y	Y	Y
Coat Room		N	N	N	Y
Lobby		Y	N	N	Y
Other Rooms Needed	List other rooms being requested for use in the school				

(See used for musical feedback) *cannot accept MP3 formatted disks
Additional Comments: (please be as specific as possible, we will be using this to support your event)

We may want to hang the backdrop. If we do this we will contact you ahead of time with the weight. Thank you