

**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 5<sup>TH</sup> 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: <u>Holiday Pageant</u>		Day of Event Contact Name: <u>Linda Kevely</u>			
Date of Event: <u>12/16/11</u>		PAC or Sch: <u>Interlake High</u>		Day of Event Contact Number: <u>206-999-3876</u>	
Description of Event: <u>A pageant for a childcare. About 80 children ages 3-7.</u>					
Add Comments in this column or at bottom ↓					
<b>STAGE</b>					
FULL STAGE Or		IS	IHS	NHS	SHS
HALF STAGE Or	(Mid-stage forward)	N	Y	Y	Y
APRON ONLY	(in front of CLOSED Grand curtain, generally used for lectures)	Y	Y	Y	Y
Grand Curtain Set (how do you want this main curtain to look?)	CIRCLE ONE: 1) Down & closed 2) Down & open 3) Stage Framed (pend valanced at top w/ tie backs extended)				
<b>LIGHTING</b>					
House/Lecture	Audience and apron lights only	Y	Y	Y	Y
Standard	AS IS when you enter PAC; no light adjustment; Can be operated by User from panel or turned on at start of program and left	Y	Y	Y	Y
Custom	Requires Technician - specify; include info on spots & gels; COLORED GELS ARE USER PROVIDED	\$Y	\$Y	\$Y	\$Y
<b>AUDIO</b>					
Use of most items requires technician					
Choir Microphones	hung at front of stage; used for choirs	0	2	0	2
Wireless Microphones	Handheld/Lapel (or clip on)	1	2	2/3	1/0
Floor/ Table/ Boundry Microphones	lays flat on floor or table; supercardioid/condensator	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	2	4	4	3
Communication Head-Sets (wired only)		6	6	6	12
Projector (non-remounted in front of screen)	EPSON PowerLite 8300NL; User must bring in computer to project presentations	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 MAC Support	Circle here			
CD Player	*Cannot accept MP3 formatted disks	Y*	Y*	Y	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
<b>ADDITIONAL OPTIONS</b>					
Podium	Identify which side of stage L, C, R	Y	Y	Y	Y
Music Stands	Must be Ordered; associated costs (delivery charge) for users only; in bulk of 30; 50 total	\$Y	\$Y	\$Y	\$Y
Choir Risers	Must be Ordered; associated costs (delivery charge) for public users only; 4 sections, 3 risers/30 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
Orchestra Pit	Associated Costs; cover removal/installation	N	\$Y	\$Y	\$Y
<b>Other</b>					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	List 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				

(gen. 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)**