

**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>America's Child Montessori Holiday Pageant</u>	Day of Event Contact Name: <u>Linda Kelady</u>
Date of Event: <u>12/11/12</u>	PAC or Schl: _____
Description of Event: <u>Preschool Holiday Pageant. Approx 120 students performing onstage</u>	

Add Comments in this column or at bottom		HS	MS	SHS	
<b>STAGE</b>					
FULL STAGE OR		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
HALF STAGE OR	(Mid stage required)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
APRON ONLY	(In front of CLOSED Grand curtain; generally used for lectures)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Grand Curtain Set	<input checked="" type="checkbox"/> DOWN, <input checked="" type="checkbox"/> DOWN & CLOSED, <input checked="" type="checkbox"/> DOWN & DOWN, <input checked="" type="checkbox"/> STAGE FRAMED (frame valanced at top w/ ralse with extended)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>LIGHTING</b>					
House/Lecture	Audience and apron lights only	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Standard	As is when you come; All light adjustments can be operated by user from panel of fumed on at start of program and left	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Custom	Requires Technician - Specify include info on spots & galle (if); COLORED GELS ARE USER PROVIDED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<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/Booth Microphones	(ays flat on floor or table; supercardioid) condenser	1	2	3	3
Vocal Instrument Microphones	29 units (super cardioid) - used for vocalists	1	6	7	13
Mic Stands		1	4	7	8
Monitors/Speakers	Generally used for musical feedback	1	4	4	3
Communication Head-sets (wired only)		6	6	6	12
Projector	EPSON PowerLite 8600XL; 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	<input checked="" type="checkbox"/>	Y	Y	Y
Music Stands	Must be Ordered; associated costs (library charge) for users only; Bulk of 30; 60 total	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Choir Risers	Must be Ordered; associated costs (library charge) for public users only; 4 sections, 3 risers/20 students per section - no backs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shells	Associated Costs to public users	<input checked="" type="checkbox"/>	Y	Y	Y
Clouds	Associated Costs to public users	<input checked="" type="checkbox"/>	N	N	Y
Orchestra Pit	Associated Costs to public users (Installation)	<input checked="" type="checkbox"/>	Y	Y	Y
Other					
Locking Fly Rail	Requires Technician	<input checked="" type="checkbox"/>	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ticket Booth		<input checked="" type="checkbox"/>	Y	Y	Y
Coat Room		<input checked="" type="checkbox"/>	N	N	Y
Lobby		<input checked="" type="checkbox"/>	N	N	Y
Other Rooms Needed	List other rooms being requested for use in the school				

Users 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)