

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: <u>SMM Diwali</u>	Day of Event Contact Name: <u>Ritesh Desai</u>	IHS	MHS	SHS
Date of Event: <u>11/16/17</u>	PAC or Sch: <u>THS</u>			
Description of Event: <u>Diwali - Songs/Dance local</u>	Day of Event Contact Number: <u>206-931-7978</u>			
Add Comments in this column or at bottom: <u>I</u>				
STAGE				
FULL STAGE Or	(Mid-stage forward)	Y	Y	Y
HALF STAGE Or	(In front of CLOSED Grand curtain, generally used for lectures)	N	Y	Y
APRON ONLY	CIRCLE ONE: 1) Down & closed 2) Down & open 3) Stage Framed (grand valanced at top w/false walls extended)	Y	Y	Y
Grand Curtain Set <small>(how do you want the main curtain to look?)</small>				
House/Lecture	Audience and apron lights only	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
Custom	Requires Technician - Specific; include info on spots & genie lift; COLORED GELS ARE USER PROVIDED	\$Y	\$Y	\$Y
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 (or clip on)	1	2	2/3 1/0
Floor/Table Boundary Microphones	lays flat on floor or table; supercardioid/condensor	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 (permanently mounted in front of screens)	EPSON PowerLite 8300N; User must bring in computer to project presentations	Front	Front	Front
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y
USER MUST PROVIDE COMPUTER	No MAC Support	USER PROVIDED		
CD Player	*Cannot accept MP3 formatted disks	Y*	Y	Y*
DVD Player		Y	Y	N
Assisted Listening Devices		N	Y	Y
ADDITIONAL OPTIONS				
Podium	Identify which side of stage L C R	Y	Y	Y
Music Stands	Must be Ordered; associated costs (delivery charge) for users only; in bulk of 30; 60 total	\$Y	\$Y	\$Y
Choir Risers	Must be Ordered; associated costs (delivery charge) for public users only; 4 sections, 3 risers/20 students per section - no backs	Y	Y	Y
Piano (Upright only)	Associated Costs to public users	N	\$Y	\$Y
Shells	Associated Costs to public users	N	N	\$Y
Clouds	Associated Costs to public users	N	N	\$Y
Orchestra Pit	Associated Costs; cover removal/installation	N	\$Y	\$Y
Other				
Locking Fly Rail	Requires Technician	N	Y	Y
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	Y
Ticket Booth		N	Y	Y
Coat Room		N	N	Y
Lobby		Y	N	N
Other Rooms Needed	List other rooms being requested for use in the school <small>(gen. used for musical feedback) *cannot accept MP3 formatted disks</small>			

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