

**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.*

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

Name of Event: <b>BHS Talent Show</b>	Contact Name: <b>Kara Ortbai</b>
Date of Event: <b>PAC: International</b>	Contact Number: <b>(425) 417-2223</b>
Description of Event: <b>Bellevue High School Annual Talent Show. Proceeds go to the 'Heart of Bellevue Club.</b>	

Add Comments in this column or at bottom		TS	IHS	NHS	SHS
<b>STAGE</b>					
FULL STAGE Or		<input checked="" type="checkbox"/>	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 <input checked="" type="checkbox"/> 2)Down & open 3)Stage Framed				
Podium	Identify which side of stage	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
<b>LIGHTING</b>					
House/Lecture	Audience and apron lights only	Y	Y	Y	Y
Standard	Can be operated by User from panel or turned on at start of program and left	<input checked="" type="checkbox"/>	Y	Y	Y
Custom	Requires Technician – Specific; include info on spots & galle lift	\$Y	\$Y	\$Y	\$Y
<b>AUDIO</b>					
Use of most all items below requires a technician					
Choir Mic		2	2	0	2
Stage Monitor		<input checked="" type="checkbox"/> 4	4	4	4
Wireless Mic		1	2	3	2
Floor Mic		0	4	0	3
Directional Corded Mic		<input checked="" type="checkbox"/> 5	8	8	8
Communication Head-Sets		6	6	12	6
Projector (permanently mounted)	EPSON PowerLite 8300N; 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		<input checked="" type="checkbox"/> Y*	Y*	Y	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
Mic Stands		<input checked="" type="checkbox"/> Y	Y	Y	Y
Music Stands	Must be Ordered - in bulk of 30; 60 total; for public users only.	Y	Y	Y	Y
Piano	Uprights only; flat use fee of \$120.00 (tuning costs) to all except residing school	<input checked="" type="checkbox"/> Y	\$Y	\$Y	\$Y
<b>Other</b>					
Locking Fly Rail	Requires Technician	<input checked="" type="checkbox"/> N	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs	<input checked="" type="checkbox"/> N	Y	Y	Y
Ticket Booth		N	Y	Y	Y
Coat Room		N	N	N	Y
Orchestra Pit	Associated Cost: Flat Fee of \$100.00 cover removal/installation	N	\$Y	\$Y	\$Y
Lobby		<input checked="" type="checkbox"/> 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)

Re: piano - yes, if we are considered the "residing school"

Re: curtains - can we manipulate them during the show?