

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.*

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

Name of Event: <i>Cherry Crest K-4 Music Programs</i>	Contact Name: <i>Stephen Panther</i>
Date of Event: <i>6/7/31</i> PAC: <i>SHS</i>	Contact Number: <i>4833/4933</i>
Description of Event:	

Add Comments in this column or at bottom		IS	IHS	NHS	SHS
STAGE					
FULL STAGE Or		Y	Y	Y	<u>Y</u>
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 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
LIGHTING					
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 <i>Full stage & apron lighting</i>	Y	Y	Y	<u>Y</u>
Custom	Requires Technician – Specific; include info on spots & genie lift	\$Y	\$Y	\$Y	\$Y
AUDIO					
Use of most all items below requires a technician					
Choir Mic		2	2	0	<u>2</u>
Stage Monitor		4	4	4	<u>4</u>
Wireless Mic	<i>only 1 wireless mic needed</i>	1	2	3	<u>1</u>
Floor Mic		0	4	0	3
Directional Corded Mic	<i>only 2 corded mics needed for solos</i>	5	8	8	<u>2</u>
Communication Head-Sets		6	6	6	12
Projector (permanently mounted)	EPSON PowerLite 8300NL; 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		Y*	Y*	Y	<u>Y*</u>
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
Mic Stands	<i>2 needed for corded mics</i>	Y	Y	Y	<u>Y</u>
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 (including visiting schools) except residing school	\$Y	\$Y	\$Y	<u>\$Y</u>
Other					
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
Orchestra Pit	Associated Cost: Flat Fee of \$100.00 cover, removal/installation.	N	\$Y	\$Y	\$Y
Lobby		Y	N	N	<u>Y</u>
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)

*The concert is in 2 shifts: K-2 6:30 start
 3-4 w/choir 7:45 start*

The set up is very basic. No risers etc., no special lighting, mics & monitor

The entire stage will be used for the folk dances.