

PAC EQUIPMENT FORM; Directions for use (please read):

Complete this form: CIRCLE the boxes in the **ROW** of equipment needed within the **COLUMN** of the school being used.

If available, a 'Y' will be indicated, associated costs are indicated with '\$Y'. If it is not available 'N' is indicated. 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 and turn in 30 days prior to program. Fax to 425-456-4584.

Name of Event: <i>Black History Performance</i>	Contact Name: <i>Krischanna Roberson</i>
Date of Event: <i>2-28-2011</i> PAC: <i>J</i>	Contact Number: <i>425-922-8389</i>
Description of Event: <i>Historical play on Black History</i>	

Add Comments in this column or at bottom		J	IS	IHS	NHS	SHS
STAGE						
FULL STAGE Or		Y	<input checked="" type="checkbox"/>	Y	Y	Y
HALF STAGE Or	(Mid Stage forward)	N	Y	Y	Y	Y
APRON ONLY	(In front of Grand curtain- generally used for lectures)	Y	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	Y
Choir Risers	Associated Costs Must be Ordered; 4 sections, 3 risers/20 students per section - no backs	\$Y	\$Y	\$Y	\$Y	\$Y
Shells	Associated Costs	N	\$Y	\$Y	\$Y	\$Y
Clouds	Associated Costs	N	N	\$Y	\$Y	\$Y
LIGHTING						
House/Lecture	Audience and apron only lights only	Y	Y	Y	Y	Y
Standard	Can be operated by User from panel	Y	<input checked="" type="checkbox"/>	Y	Y	Y
Custom	Requires Technician -- Specific; include info on spots & genie lift	\$Y	\$Y	\$Y	\$Y	\$Y
AUDIO						
Use of most all items below requires a technician (\$ for public users)						
Choir Mic		2	2	0	2	
Stage Monitor		4	4	4	4	
Wireless Mic		1	<input checked="" type="checkbox"/>	3	2	
Floor Mic		0	<input checked="" type="checkbox"/>	0	3	
Directional Corded Mic		5	8	8	8	
Communication Head-Sets		6	6	12	6	
Projector (permanently mounted)	User must bring in computer to project presentations/dvds	Front	Front	Front	Rear	
Projection Screen	Permanently mounted in front of Grand or Main curtain at all schools	Y	<input checked="" type="checkbox"/>	Y	Y	
CD Player		Y*	Y*	Y	Y*	
DVD Player		Y	Y	N	N	
Assisted Listening Devices		N	Y	Y	Y	
Mic Stands		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	\$Y	\$Y	\$Y	\$Y	
Other						
"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	Y	
Other Rooms Needed	List other rooms being used					

*cannot accepted MP3 formatted disks

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