

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: Budget Reduction Community Mtg.		Contact Name: Simone Sangster					
Date of Event: 3/24	PAC: IHS	Contact Number:					
Description of Event: Community meeting discussion on budget reduction							
Add Comments in this column or at bottom ↓				IS	IHS	NHS	SHS
STAGE							
FULL STAGE Or		Y	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 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 only lights only	Y	Y	Y	Y		
Standard	Can be operated by User from panel	Y	Y	Y	Y		
Custom	Requires Technician -- Specific; include info on spots & genie lift	\$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	2 wireless for audience questions	1	2	3	2		
Floor Mic		0	4	0	3		
Directional Corded Mic	1 mic for every two speakers & 1 for podium	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 at all schools	Y	Y	Y	Y		
CD Player		Y*	Y*	Y	Y*		
DVD Player		Y	Y	N	N		
Assisted Listening Devices		N	Y	Y	Y		
Mic Stands	2 stands on either side of the house for audience questions	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	\$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)*

2 6' rectangle tables on stage with 8 chairs for 'panel style' speakers; projection screen down for powerpoint presentation; microphones should be laid on table-one mic for every two speakers; one speaker at podium; 2 wireless mics with stands at either side of house for audience questions. Retrieve computer for presentation from contact Simone Sangster at 5p.m.