

**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: <b>Eton School 7-8<sup>th</sup> PLAY</b>		Contact Name: <b>Gwen Williams</b>			
Date of Event: <b>MAY 3-4</b>	PAC: <b>IHS</b>	Contact Number: <b>(425) 881-4230 #17</b>			
Description of Event: <b>Dress rehearsal May 3 Performance May 4</b>					
<b>"Murder Takes The Stage" Performed by Eton School 7<sup>th</sup>-8<sup>th</sup> Grade</b>					
Add Comments in this column or at bottom ↓		IS	IHS	NHS	SHS
<b>STAGE</b>		Y	<b>(Y)</b>	Y	Y
FULL STAGE Or		N	Y	Y	Y
HALF STAGE Or	(Mid-stage forward)	Y	Y	Y	Y
APRON ONLY	(In front of Grand curtain- generally used for lectures)		<b>(N)</b>		
Grand Curtain Set	Circle one of the following: 1)Down & closed 2)Down & open <b>(Stage Framed)</b>	Y	Y	Y	Y
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	N	\$Y	\$Y	\$Y
Shells	Associated Costs to public users	N	N	\$Y	\$Y
Clouds	Associated Costs to public users				
<b>LIGHTING</b>		Y	Y	Y	Y
House/Lecture	Audience and apron only lights only	Y	Y	Y	Y
Standard	Can be operated by User from panel	\$Y	<b>(\$Y)</b>	\$Y	\$Y
Custom	Requires Technician -- Specific; include info on spots & genie lift <b>1 spot/color/specials general wash</b>				
<b>AUDIO</b>		Use of most all items below requires a technician			
Choir Mic		2	<b>(2)</b>	0	2
Stage Monitor		4	4	4	4
Wireless Mic		1	2	3	2
Floor Mic		0	<b>(4)</b>	0	3
Directional Corded Mic		5	8	8	8
Communication Head-Sets		6	<b>(6)</b>	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 main curtain at all schools	Y*	<b>(Y*)</b>	Y	Y*
CD Player		Y	Y	N	N
DVD Player		N	Y	Y	Y
Assisted Listening Devices		Y	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 (tuning costs) to all except residing school				
<b>Other</b>		N	Y	Y	Y
Locking Fly Rail	Requires Technician	Y	<b>(Y)</b>	Y	Y
"Green" Room	List items needed, i.e., tables, chairs <b>2 tables and chairs</b>	N	Y	Y	Y
Ticket Booth		N	N	N	Y
Coat Room		N	\$Y	\$Y	\$Y
Orchestra Pit	Associated Cost Flat Fee of \$100.00 cover removal/installation	Y	N	N	Y
Lobby					
Other Rooms Needed	List other rooms being used <b>dressing rooms</b>				

**\*cannot accept MP3 formatted disks**  
**Additional Comments:** (please be as specific as possible, we will be using this to support your event)