

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>National Honor Society Induction Ceremony</i>		Contact Name: <i>Hélène Tate</i>			
Date of Event: <i>May 18, 2010</i>		PAC: <i>Newport H.S.</i>		Contact Number: <i>456-7400</i>	
Description of Event: <i>Induction of New Members</i>					
Add Comments in this column or at bottom ↓					
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 & gels; 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	<i>A mic at the podium</i>	4	4	4	4
Wireless Mic		1	2	3	2
Floor Mic		0	4	0	3
Directional Corded Mic		5	8	8	8
Communication Head-Sets		5	6	12	6
Projector (permanently mounted)	User must bring in computer to project presentations/dvds <i>slide show</i>		Front	Rear	
Projection Screen	Permanently mounted in front of Grand or Main Curtain 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		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/maintenance	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)

There will be a slide show in the middle of the ceremony. We would like the screen to come down at that time, then lifted again after the slide show.