

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

Complete this form by circling the boxes in the row of equipment needed, within the column of the school being used. If available, a 'Y' will be indicated, if not available 'N' is indicated. If a number is indicated it means that is the total number available at that school; circle and then make a note as to how many are actually needed.

Add special instructions on each line or at bottom and turn in 30 days in advance of program. When a dollar sign is indicated it means there are associated costs for use. Email back to sender or fax to 425.456.4584.

Name of Event: NHS Open House/All Level Parent Mtg.		Your Name:	
Date of Event: 9/24/9	School: NHS	Contact Number:	
Description of Event:			

Add Comments in this column ↓		IS	IHS	NHS	SHS
<b>STAGE</b>					
FULL STAGE Or		Y	Y	Y	Y
HALF STAGE Or	(From mid-traveler or center stage forward)	N	Y	Y	Y
<b>APRON ONLY</b>	(In front of Grand or main curtain only)	Y	Y	Y	Y
Grand Curtain Set	<b>Circle</b> one of the following: 1)Down & closed 2)Down & open 3)Stage Framed				
<b>Podium</b>	Identify which side of stage	Y	Y	Y	Y
Choir Risers		N	Y	Y	Y
Band Risers		N	Y	N	N
Platforms		N	N	N	Y
Shells	Associated Costs	N	\$Y	\$Y	\$Y
Clouds	Associated Costs	N	N	\$Y	\$Y
<b>LIGHTING</b>					
House/Lecture	Audience and apron only lights only	Y	Y	Y	Y
Standard	Operated by User from panel	Y	Y	Y	Y
Custom	Requires Technician -- Specific; include info on spots & genie lift	\$Y	\$Y	\$Y	\$Y
<b>AUDIO</b>					
<b>Use of most all items below requires a technician (\$ for public users)</b>					
Choir Mic		2	2	0	2
Stage Monitor		4	4	4	4
<b>Handheld Wireless Mic</b>		1	1	2	1
Lapel Wireless Mic		0	1	1	1
Countryman Wireless Mic		0	0	1	1
Floor Mic		0	4	0	3
Directional Mic		2	6	6	6
Instrument Mic		1	2	2	2
Communication Head-Sets		6	6	12	6
<b>Projector (permanently mounted)</b>	User must bring in computer to project presentations/dvds	Front	Front	Front	Rear
<b>Projection Screen</b>	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	\$Y	\$Y	\$Y	\$Y
Computer (User Provided)		N	N	N	N
<b>Other</b>					
"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	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				

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