

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

Return to PAC Coordinator within 5 days of submittal - fax 425-456-4584 OR 12037 NE 5TH Street, Bellevue WA 98005

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

Name of Event: <i>The Little Red Hen</i>	Contact Name: <i>Cynthia Chaney</i>
Date of Event: <i>4-16-2011</i> PAC:	Contact Number: <i>(425) 641-0824</i>
Description of Event: <i>Preschool Musical</i>	

Add Comments in this column or at bottom ↓		IS	IHS	NHS	SHS
STAGE					
FULL STAGE Or		Y	Y	<input checked="" type="checkbox"/>	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 <i>5 sets</i>	Associated Costs & for public users only; Must be Ordered; 4 sections, 3 risers/20 students per section - no backs	\$Y	\$Y	<input checked="" type="checkbox"/> \$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	<input checked="" type="checkbox"/> \$Y	\$Y
AUDIO					
Use of most all items below requires a technician					
Choir Mic		2	2	0	2
Stage Monitor		4	4	4	4
Wireless Mic		1	2	<input checked="" type="checkbox"/> 3	2
Floor Mic		0	4	0	3
Directional Corded Mic		5	8	<input checked="" type="checkbox"/> 8	8
Communication Head-Sets	<i>1 from stage to technician</i>	6	6	12	6
Projector (permanently mounted)	User must bring in computer to project presentations/dvds	Front	Front	<input checked="" type="checkbox"/> Front	Rear
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	<input checked="" type="checkbox"/> Y	Y
CD Player		Y*	Y*	<input checked="" type="checkbox"/> Y	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
Mic Stands		Y	Y	<input checked="" type="checkbox"/> 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					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	<input checked="" type="checkbox"/> 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 accept MP3 formatted disks

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

I would like to have the cell #s of the site supervisor / technicians who will be supporting us the day of the musical.