

BSD PAC EQUIPMENT FORM

Name of Event: ACE KICKOFF MTA.	Your Name: BARIS MERCIER
Date of Event: Wed, Oct 21, 2009	Contact Number: 77460
Description of Event: KICKOFF MEETING IN PAC & LECTURE HALLS	

FORM DIRECTIONS:

Complete this form by checking all boxes required for event. Add special instructions on each line or at bottom and turn in 30 days in advance of program. Email back to sender or fax to 425.456.4584.

KEY:
If available, a 'Y' will be indicated, if not a 'N' is indicated;
If a number is indicated it means that is the total amount at that school;
When a dollar sign is indicated it means there are associated costs;

Add Comments in this column ↓		Indicate need here ↓	IS	IHS	NHS	SHS
STAGE						
FULL STAGE			Y	Y	Y	Y
HALF STAGE	From mid-traveler forward		N	Y	Y	Y
APRON ONLY	In front of Grand curtain only		Y	Y	Y	Y
Grand Curtain Set	Down&closed/down&open/Framed		Y	Y	Y	Y
Projection Screen	Mounted in front of grand		Y	Y	Y	Y
Podium	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
LIGHTING						
House/Lecture	Audience and apron 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
AUDIO						
Use of most all items below requires a technician						
Choir Mic			2	2	0	2
Stage Monitor			4	4	4	4
Handheld Wireless	<i>one at podium</i>		1	1	2	1
Lapel Wireless			0	1	1	1
Countryman Wireless			0	1	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
Projector (permanently mounted)			Front	Front	Front	Rear
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			Y	Y	Y	Y
Piano	Uprights only; flat use fee of \$120.00		\$Y	\$Y	\$Y	\$Y
Computer (User Provided)			N	N	N	N
Other						
"Green" Room			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	<i>LECTURE HALL WALLS TO REMAIN CLOSED</i>					

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

- may need a couple chairs on stage - probably 2
- General meeting starts at 7:00pm
- around 8:00pm group will be split into 3 teams - 1 in theater and 1 each in lecture halls - until around 9:00pm.