

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: WATS DIWALI	Contact Name: Pradeep
Date of Event: 11/20/2010 PAC:	Contact Number: 206.651.6622
Description of Event: Indian Cultural Program	

Add Comments in this column or at bottom ↓		IS	IHS	NHS	SHS
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 & 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
Wireless Mic		(1)	2	3	2
Floor Mic		0	4	0	3
Directional Corded Mic		(5)	8	8	8
Communication Head-Sets		(6)	6	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)	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					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"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/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)*

we would like to get all the equipment that are standard and part of the venue rental.