

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

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

To complete this form: In the **COLUMN** of the school being used **CIRCLE** the items needed.

If the equipment is available at that school, a 'Y' will be indicated. If it is not available 'N' is indicated. Associated costs are indicated with 'SY'. 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: Early Entrance Kindergarten Parent Information Night
 Date of Event: 1/20/11 PAC: Contact Name: Leihua Edstrom
 Description of Event: Parent Information Night for BSD Early Entrance Kindergarten Admissions + Process
 Add Comments in this column or at bottom

STAGE		IS	HS	NHS	SMS
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	Y	(Y)	Y	Y
Podium	Identify which side of stage	SY	SY	SY	SY
Choir Risers	Associated Costs & for public users only. Must be ordered 4 weeks, 2 (100/20) speakers per riser - no boxes	N	SY	SY	SY
Shells	Associated Costs to public users	N	N	SY	SY
Clouds	Associated Costs to public users				
LIGHTING					
House/Lecture	Audience and apron lights only	Y	(Y)	Y	Y
Standard	Can be operated by User from panel or turned on w/ start of program and left	Y	(X)	Y	Y
Custom	Requires Technician - Specify, include info on spec & grade kit	SY	SY	SY	SY
AUDIO					
Use of most all items below requires a technician					
Choir Mic		2	2	0	2
Stage Monitor		4	4	4	4
Wireless Mic	<u>Lapel - Qty. 1</u>	1	(1)	3	2
Floor Mic	<u>w/ stand for audience questions Qty. 1</u>	0	(1)	0	3
Directional Corded Mic		5	8	8	8
Communication Head-sets		6	6	12	6
Projector (permanently mounted)	EPSON PowerLite 2200W User must bring in computer to project presentations	Front	(Front)	Front	Rear
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	(Y)	Y	Y
USER PROVIDED COMPUTER	No MAC Support				
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; Not use fee of \$320.00 (tuning costs) to all schools; residing school	SY	SY	SY	SY
Other					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	See items needed, low 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	SY	SY	SY
Lobby		Y	(N)	N	Y
Other Rooms Needed	List other rooms being requested for use in the school				

*cannot accept MP3 formatted disks
 Additional Comments: (please be as specific as possible, we will be using this to support your event)

Craig Burlingame - videographer
Have custodians set up 1 1/2 x 8' table w/ 2 chairs
outside the theater entrance.