

set for paperwork? & SC correctly?

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 '\$Y'. 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: <u>INTERNATIONAL FESTIVAL</u>		Contact Name: <u>LIZA MARTIN</u>				
Date of Event: <u>3/12/11</u>	PAC: <u>NEWPORT</u>	Contact Number: <u>425 591 9414</u>				
Description of Event: <u>SCHOOL COMMUNITY GATHERING TO CELEBRATE INTERNATIONAL FOOD, ACTIVITIES AND NEW SKILLS LEARNED BY THE CHILDREN.</u>						
Add Comments in this column or at bottom			IS	IHS	NHS	SHS
STAGE						
FULL STAGE Or		Y	Y	<u>Y</u>	Y	
HALF STAGE Or	(Mid-stage forward)	N	Y	<u>Y</u>	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 <u>LEFT</u>	Y	Y	<u>Y</u>	Y	
Choir Risers	Associated Costs & for public users only; Must be Ordered; 4 sections, 3 risers/20 students per section -- no backs	\$Y	\$Y	<u>\$Y</u>	\$Y	
Shells	Associated Costs to public users	N	\$Y	<u>\$Y</u>	\$Y	
Clouds	Associated Costs to public users	N	N	<u>\$Y</u>	\$Y	
LIGHTING						
House/Lecture	Audience and apron lights only	Y	Y	Y	Y	
Standard	Can be operated by User from panel or turned on at start of program and left	Y	Y	<u>Y</u>	Y	
Custom	Requires Technician – Specific; Include info on spots & galle lift	\$Y	\$Y	<u>\$Y</u>	\$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	<u>12</u>	6	
Projector (permanently mounted)	EPSON PowerLite 8300NL; 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	<u>Y</u>	Y	
USER PROVIDED COMPUTER	No MAC Support					
CD Player		Y*	Y*	<u>Y</u>	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	<u>\$Y</u>	\$Y	
Other						
Locking Fly Rail	Requires Technician	N	Y	Y	Y	
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	<u>Y</u>	Y	
Ticket Booth		N	Y	<u>Y</u>	Y	
Coat Room		N	N	N	N	
Orchestra Pit	Associated Cost Flat Fee of \$100.00 cover removal/installation	N	\$Y	<u>\$Y</u>	\$Y	
Lobby		Y	N	N	Y	
Other Rooms Needed	List other rooms being requested for use in the school					

*cannot accepted MP3 formatted disks

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

We would like the curtain to be down midstage but we will use the backstage for storage of musical instruments. We used Samamish H.S last year for this performance, but it did not hold enough