

Bright Horizons

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

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 and turn in 30 days prior to program. Fax to 425-456-4584.

Name of Event: <u>Springfest 2011</u>		Contact Name: <u>Jennifer Williams</u>
Date of Event: <u>9/11/11</u>	PAC: <u>Sammamish</u>	Contact Number: <u>425-450-1303</u>
Description of Event: <u>Singing & dancing by children ages 2 1/2 - 6</u>		
Add Comments in this column or at bottom: <u></u>		
STAGE		
FULL STAGE Or		IHS: Y SHS: Y
HALF STAGE Or		IHS: Y SHS: (Y)
APRON ONLY	(In front of Grand curtain- generally used for lectures)	IHS: Y SHS: Y
Grand Curtain Set		IHS: / SHS: /
Podium	Identify which side of stage	IHS: Y SHS: Y
Choir Risers		IHS: \$Y SHS: \$Y
Shells	Associated Costs to public users	IHS: \$Y SHS: \$Y
Clouds		IHS: N SHS: \$Y
LIGHTING		
House/Lecture	Audience and apron only lights only	IHS: Y SHS: Y
Standard		IHS: Y SHS: (Y)
Custom	Requires Technician -- Specific; include info on spots & gels/ lift	IHS: \$Y SHS: \$Y
AUDIO		
Use of most all items below requires a technician		
Choir Mic		IHS: 2 SHS: (2)
Stage Monitor		IHS: 4 SHS: 4
Wireless Mic		IHS: 2 SHS: (2)
Floor Mic		IHS: 4 SHS: (3)
Directional Corded Mic		IHS: 8 SHS: (3)
Communication Head-Sets		IHS: 6 SHS: 6
Projector (permanently mounted)	User must bring in computer to project presentations/dvds	IHS: Front SHS: (N)
Projection Screen	Permanently mounted in front of main curtain at all schools	IHS: Y SHS: (Y)
CD Player		IHS: Y* SHS: (Y*)
DVD Player		IHS: Y SHS: N
Assisted Listening Devices		IHS: Y SHS: Y
Mic Stands		IHS: Y SHS: Y
Music Stands		IHS: Y SHS: Y
Piano	Uprights only; flat use fee of \$120.00 (tuning costs) to all except residing school	IHS: \$Y SHS: \$Y
Other		
Locking Fly Rail		IHS: Y SHS: Y
"Green" Room	List items needed, i.e., tables, chairs	IHS: Y SHS: (Y)
Ticket Booth		IHS: Y SHS: (Y)
Coat Room	<u>as a dressing room</u>	IHS: N SHS: (Y)
Orchestra Pit		IHS: \$Y SHS: \$Y
Lobby		IHS: N SHS: (Y)
Other Rooms Needed		

*cannot accepted MP3 formatted disks

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