

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: SPRING FEST	Contact Name: Amanda Horne
Date of Event: 5/20/2010 PAC: IS	Contact Number: 425-564-0800
Description of Event: Annual Spring performance & potluck dinner (preschool)	

		IHS	SHS
FULL STAGE Or		Y	Y
HALF STAGE Or		Y	Y
APRON ONLY	(In front of Grand curtain- generally used for lectures)	Y	Y
Grand Curtain Set		/	/
Podium	Identify which side of stage R	Y	Y
Choir Risers		\$Y	\$Y
Shells	Associated Costs to public users	\$Y	\$Y
Clouds		N	\$Y
House/Lecture	Audience and apron lights only	Y	Y
Standard		Y	Y
Custom	Requires Technician -- Specific, include info on spots & genie lift	\$Y	\$Y
Choir Mic		2	2
Stage Monitor		4	4
Wireless Mic		2	2
Floor Mic		4	3
Directional Corded Mic		8	8
Communication Head-Sets		6	12
Projector (permanently mounted)	EPSON PowerLite 8300NL; User must bring in computer to project presentations	Front	Rear
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y
USER PROVIDED COMPUTER			
CD Player		Y*	Y*
DVD Player		Y	N
Assisted Listening Devices		Y	Y
Mic Stands		Y	Y
Music Stands		Y	Y
Piano	Uprights only; flat use fee of \$120.00 (tuning costs) to all (including visiting schools) except residing school	\$Y	\$Y
Locking Fly Rail		Y	Y
"Green" Room	List items needed, i.e., tables, chairs	Y	Y
Ticket Booth		Y	Y
Coat Room		N	Y
Orchestra Pit		\$Y	\$Y
Lobby		N	Y
Other Rooms Needed			

*cannot accept MP3 formatted disks

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

we will be doing a slide show and will need A/V set up. would like a student for this.