

**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 5<sup>TH</sup> 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: <i>National Honor Society Induction Ceremony</i>	Contact Name: <i>Hélène Tate</i>
Date of Event: <i>5/16/2011</i>	PAC: <i>Newport H.S.</i>
Description of Event: <i>National Honor Society Induction Ceremony</i>	

Add Comments in this column or at bottom		IS	IHS	NHS	SHS
<b>STAGE</b>					
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
Grand Curtain Set	Circle one of the following: <u>1) Down &amp; closed</u> 2) Down & open 3) Stage Framed (grand valanced w/ false walls)				
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
<b>LIGHTING</b>					
House/Lecture	Audience and apron lights only	Y	Y	Y	Y
Standard	AS IS when you enter PAC; Can be operated by User from panel or turned on at start of program and left	Y	Y	Y	Y
Custom	Requires Technician – Specific; include info on spots & genie lift	\$Y	\$Y	\$Y	\$Y
<b>AUDIO</b>					
Use of most items requires technician					
Choir Mic		2	2	0	2
Stage Monitor	<i>one mic at the podium</i>	2	4	4	3
Wireless Mic		1	2	3	1
Floor Mic		0	4	0	3
Directional Corded Mic		5	8	8	8
Communication Head-Sets		6	6	6	12
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	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		3	5	6	6
Music Stands	Must be Ordered; associated costs; in bulk of 30; 50 total; for community users only	\$Y	\$Y	\$Y	\$Y
Piano	Uprights only; associated costs-tuning fee to all (including visiting schools) except residing school	\$Y	\$Y	\$Y	\$Y
<b>Other</b>					
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; cover removal/installation	N	\$Y	\$Y	\$Y
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)