

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

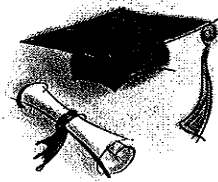
Name of Event: Senior Awards Night	Contact Name: Mary Beth Gunson
Date of Event: 6/1/11 PAC:	Contact Number: 456-7204
Description of Event: Distribute awards to seniors - see attached flyer	

Add Comments in this column or at bottom ↓		IS	IHS	NHS	SHS
STAGE					
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 (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
LIGHTING					
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
AUDIO					
Use of most items requires technician					
Choir Mic		2	2	0	2
Stage Monitor		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 8300N1; 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; 60 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
Other					
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)

INTERLAKE HIGH SCHOOL



*Seniors and families,
You are invited to join us for a very special evening ...*



2011 SENIOR AWARDS NIGHT

**WEDNESDAY, JUNE 1ST AT 6:30PM
INTERLAKE THEATER**

A RECEPTION WILL FOLLOW THE CEREMONY

Come to honor your children, classmates and friends!
There will be awards given out for various achievements,
including academics, athletics, arts, community service,
drama, music, ESL, career/technology, leadership, IB, AP,
scholarships and the President's Education Awards.

This is a nice affair, so please dress appropriately.

