

**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: <u>PTSA AUESTA; JUST ANOTHER DAY IN WONDERLAND</u>	Contact Name: <u>HEATHER RIVAS</u>
Date of Event: <u>6/8, 9, 10, 11</u>	PAC: <u>NHS</u>
Contact Number: <u>4257491506</u>	
Description of Event: <u>MUSICAL THEATER</u> <u>6/8+9 DRESS REHEARSALS</u> <u>6/10+11 PERFORMANCES</u>	

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	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	SY	SY	SY	SY
Shells	Associated Costs to public users	N	SY	SY	SY
Clouds	Associated Costs to public users	N	N	SY	SY
<b>LIGHTING</b>					
House/Lecture	Audience and apron lights only	Y	Y	Y	Y
Standard	ASIS 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	SY	SY	(SY)	SY
<b>AUDIO</b>					
Use of most items requires technician					
Choir Mic		2	2	0	2
Stage Monitor	<u>2 ONLY; ONE ON EA. SIDE OF STAGE FOR ELECTRIC PIANO</u>	2	4	(4)	3
Wireless Mic	<u>1 ONLY FOR M.C.</u>	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; 60 total; for community users only	SY	SY	SY	SY
Piano	Uprights only; associated costs-tuning fee to all (including visiting schools) except residing school <u>SEE NOTE BELOW</u>	SY	SY	(SY)	SY
<b>Other</b>					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs <u>60 CHAIRS SET-UP</u>	Y	Y	(Y)	Y
Ticket Booth		N	Y	(Y)	Y
Coat Room		N	N	N	Y
Orchestra Pit	Associated Cost; cover removal/installation	N	SY	SY	SY
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)

- 60 CHAIRS SET-UP IN GREENROOM
- PIANO USE ONLY IF USERS ELECTRIC PIANO DOES NOT WORK.
- AUDIO SET-UP DONE IN BEGINNING AND LEFT AS IS; TECH DOES LIGHTING FOR REMAINDER OF SHOW.
- LECTURE HALL WALLS TO REMAIN CLOSED.