

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

Return to PAC Coordinator within 5 days of Facility App submittal - fax 425-456-4584 DR 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 "SY". 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>Puesta del Sol Drama Club</u>		Contact Name: <u>Michelle Mahlman</u>			
Date of Event: <u>6/6, 7, 8, 9</u> PAC:		Contact Number:			
Description of Event: <u>Musical Theatre</u> <u>June 6-9 Dress Rehearsals, June 15/16 Performances</u> <u>13/14</u>		Add Comments in the column or at bottom			
STAGE					
FULL STAGE Or		Y	Y	Y	Y
HALF STAGE Or	(if change forward)	N	Y	Y	Y
APRON ONLY	(if use of Grand curtain-general used for show)	Y	Y	Y	Y
Grand Curtain Set	Circle one of the following: 1)Open & closed; 2)Down & open; 3)Stage Framed (grand valenced) (if below)				
Podium	Specify which side of stage	Y	Y	Y	Y
Choir Risers	Specify location (backstage, side, front) to indicate location and if risers are for section - (if table)	SY	SY	SY	SY
Shells	Associated Costs to public users	N	N	SY	SY
Clouds	Associated Costs to public users	N	N	SY	SY
LIGHTING					
House/Lecture	Mid stage and apron lights only	Y	Y	Y	Y
Standard	ASIC 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 - to set, operate and/or program it	SY	SY	SY	SY
AUDIO					
Use of front 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	EPSON PowerLite EC000A; 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	Y	Y
Assisted Listening Devices		N	Y	Y	Y
Mic Stands		3	5	6	6
Music Stands	Must be ordered; associated costs; in bulk of 50; 60 total; for community use only	SY	SY	SY	SY
Piano	Upright only; associated costs during fee to all (including visiting schools); except visiting school	SY	SY	SY	SY
Other					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	Use 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 Costs; cover removal, installation	N	SY	SY	SY
Lobby		Y	N	N	Y
Other Rooms Needed	Are other rooms being requested for use in the school	Y	N	N	Y

*cannot accept MP3 formatted disks

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

Tech support to set Audio before show (if possible) and remain doing lighting for remainder of show

50 chairs in Green Room