

**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 and not known until we arrive.*

**Add special instructions on each line or at bottom in the comments section**

Name of Event: <u>HDA Dance Recital</u>		Day of Event Contact Name: <u>Shy-Hsien Lee / Hengda Li</u>					
Date of Event: <u>May 31, June 1 &amp; 2 2012</u>		PAC or Schl: <u>PAC</u>		Day of Event Contact Number: <u>425-869-8082</u>			
Description of Event: <u>Hengda Dance Academy Annual Recital</u>							
Add Comments in this column or at bottom ↓				IS	IHS	NHS	SHS
<b>STAGE</b>							
FULL STAGE Or		Y	Y	Y	<u>Y</u>		
HALF STAGE Or	(Mid-stage forward)	<u>N</u>	Y	Y	Y		
APRON ONLY	(In front of CLOSED Grand curtain- generally used for lectures)	Y	Y	Y	Y		
Grand Curtain Set (how do you want the main curtain to look?)	<b>CIRCLE ONE:</b> 1)Down & closed 2)Down & open 3)Stage Framed (grand valanced at top w/false walls extended)						
<b>LIGHTING</b>							
House/Lecture	Audience and apron lights only	Y	Y	Y	Y		
Standard	AS IS when you enter PAC; no light adjustment; 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; COLORED GELS ARE USER PROVIDED	\$Y	\$Y	\$Y	<u>\$Y</u>		
<b>AUDIO</b>							
Use of most items requires technician							
Choir Microphones	hung at front of stage; used for choirs	0	2	0	<u>2</u>		
Wireless Microphones	Handheld/Lapel (or clip on)	1	2	<u>2/3</u>	<u>1/0</u>		
Floor Table Boundry Microphones	lays flat on floor or table; supercardioid condensor	0	2	3	3		
Vocal Instrument Microphones	Dynamic Supercardioid	4	6	7	13		
Mic Stands		3	4	7	8		
<b>Monitors/Speakers</b>	<b>Generally used for musical feedback</b>	2	4	4	<u>3</u>		
Communication Head-Sets (wired only)		6	6	6	<u>12</u>		
<b>Projector</b> (permanently mounted in front of screens)	<b>EPSON PowerLite 8300NL; User must bring in computer to project presentations</b>	Front	Front	Front	Front		
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	Y		
<b>USER MUST PROVIDE COMPUTER</b>	<b>No MAC Support</b>	Circle here					
CD Player	*Cannot accept MP3 formatted disks	Y*	Y*	Y	<u>Y*</u>		
DVD Player		Y	Y	<u>N</u>	<u>N</u>		
Assisted Listening Devices		<u>N</u>	Y	Y	Y		
<b>ADDITIONAL OPTIONS</b>							
Podium	Identify which side of stage L C R	Y	Y	Y	Y		
Music Stands	Must be Ordered; associated costs (delivery charge) for users only; in bulk of 30; 60 total	\$Y	\$Y	\$Y	\$Y		
Choir Risers	Must be Ordered; associated costs (delivery charge) for public users only; 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		
Orchestra Pit	Associated Costs; cover removal/installation	N	\$Y	\$Y	\$Y		
<b>Other</b>							
Locking Fly Rail	Requires Technician	<u>N</u>	Y	Y	Y		
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	Y	<u>Y</u>		
Ticket Booth		<u>N</u>	Y	Y	<u>Y</u>		
Coat Room		<u>N</u>	<u>N</u>	<u>N</u>	<u>Y</u>		
Lobby		Y	<u>N</u>	<u>N</u>	<u>Y</u>		
Other Rooms Needed	List other rooms being requested for use in the school <u>Dressing Rooms</u>						

(gen. used for musical feedback) \*cannot accept MP3 formatted disks

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