

**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: <b>NWS Holiday Show</b>	Day of Event Contact Name: <b>JAN KEATING</b>
Date of Event: <b>12-3-11</b>	Day of Event Contact Number: <b>(206) 395-8750</b>
Description of Event: <b>Holiday concert featuring the Northwest Sound Men's Chorus, chapel quakers and Concerta the Newport High School Choir.</b>	

STAGE		PG	MG	SG
FULL STAGE Or	(Midstage forward)	Y	(Y)	Y
HALF STAGE Or	(Midstage forward)	N	Y	Y
APRON ONLY	(In front of CLOSED Grand curtain; generally used for lectures)	Y	Y	Y
Grand Curtain Set	CIRCLE ONE (Down or up) (Down & up) (Stage Flats) (Grand) (Curtain) (Stage Wall) (Curtain)			
LIGHTING				
House/Lecture	Audience and apron lights only	Y	Y	Y
Standard	AS IS when you enter PAC; no hard-wired dimmers operated by light from house; sized to meet performance and use	Y	(Y)	Y
Custom	Requires Technician - specific instructions on spots & gels; COULDED GELS ARE USER PROVIDED	\$Y	\$Y	\$Y
AUDIO				
Use of light table required for this item				
Choir Microphones	Items in front of stage used for choirs	0	(2)	0
Wireless Microphones	Handheld, lapel or clip-on	2	2	1/0
Floor/Table/Booth Microphones	Type flat on floor or table; supercardoid/condenser	0	2	3
Vocal/Instrument Microphones	Dynamic; top mounted	4	6	13
Mic Stands		3	4	8
Monitors/Speakers	Items in front of stage used for choirs	2	4	3
Communication Head-Sets (wired only)		6	6	12
Projector	Parcequently mounted in front of stage	front	front	front
Projection Screen	Parcequently mounted in front of stage	Y	Y	Y
USER MUST PROVIDE COMPUTER	No MP3 Support	Circle here		
CD Player	*Cannot accept MP3 formatted discs	Y	Y	Y
DVD Player		Y	Y	N
Assisted Listening Devices		N	Y	Y
ADDITIONAL OPTIONS				
Podium	Identify which side of stage L or R	Y	(Y)	Y
Music Stands	Algebra Orchestral stand (with piano) stand; for rent only; in bulk of 50-60 total	\$Y	\$Y	\$Y
Choir Risers	Must be Ordered; associated costs (never charged for public users only; 4 sections, 3 rows/20 students per section - no bado)	\$Y	\$Y	\$Y
Shells	Associated Costs to public users	N	\$Y	\$Y
Clouds	Associated Costs to public users	N	N	\$Y
Orchestra Pit	A mounted stage floor (never charged for public users only)	N	\$Y	\$Y
Other				
Locking Fly Rail	Requires technician	N	Y	Y
"Green" Room	Use items needed, i.e. tables, chairs	Y	(Y)	Y
Ticket Booth		N	(Y)	Y
Coat Room		N	N	Y
Lobby		Y	N	Y
Other Rooms Needed	Use other rooms being requested for use in the school			

See equipment labels; \*cannot accept MP3 formatted discs

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

3 tables in commons area (outside PAC)  
 nws will bring their own choral risers