

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 and not known until we arrive.

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

Tom Quenwald
Michele Renee

Name of Event: <i>Senior Recognition</i>	Day of Event Contact Name: <i>Michele Renee</i>
Date of Event: <i>June 14 2013</i> Sch: <i>PAC/SHS</i>	Day of Event Contact Number: <i>71613</i>
Description of Event: <i>Senior Recognition</i>	

Add Comments in this column or at bottom <input type="checkbox"/>		IS	IHS	NHS	SHS
STAGE					
FULL STAGE Or		Y	Y	Y	Y
HALF STAGE Or	(1/2 stage forward)	N	Y	Y	Y
APRON ONLY	(In front of CLOSED Grand curtain- generally used for lectures)	Y	Y	Y	Y
Grand Curtain Set	CIRCLE ONE: 1) Down & closed; 2) Down & open; 3) Stage Framed (grand valance at top / false wall oriented)				
LIGHTING					
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 & gels; COLORED GELS ARE USER PROVIDED	\$Y	\$Y	\$Y	\$Y
AUDIO					
Use of most items requires technician					
Choir Microphones	hung at front of stage; used for choirs	0	2	0	2
Wireless Microphones	Handheld / Dial (or clip on)	1	2	2/3	1/0 2
Floor / Table / Boundary Microphones	lays flat on floor or table; supercardioid / condensor	0	2	3	3
Vocal / Instrument Microphones	Dynamic / Supercardioid	4	6	7	13
Mic Stands	<i>7 mics for choir / needs with choir director</i>			7	8 7?
Monitors / Speakers	Generally used for musical feedback	2	4	4	3
Communication Head-Sets (wired only)		6	6	6	12
PROJECTOR (permanently mounted in front of screens)	EPSON PowerLite 8300NL; User must bring in computer to project presentations	Front	Front	Front	Front
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	Y
USER MUST PROVIDE COMPUTER	No MAC Support	Circle here			
CD Player	*Cannot accept MP3 formatted disks	Y	Y*	Y	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
ADDITIONAL OPTIONS					
Podium	Identify which side of stage L C R <i>Left</i>	Y	Y	Y	(Y)
Music Stands	Must be Ordered; associated costs (delivery charge) for public 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
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)
Lobby		Y	N	N	(Y)
Other Rooms Needed	List other rooms being requested for use in the school				

(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)

*Need: 7 mics setup for choir
2 wireless mic @ podiums
will confirm all audio needs 2 months prior to event!!*