

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

Name of Event: SEATTLE CHINESE SINGING CLUB	Day of Event Contact Name: ELAINE CHEN
Date of Event: 3/10/12	PAC or Schl: IHS
Day of Event Contact Number:	
Description of Event: STRING & SINGING CONCERT	

Add Comments in this column or at bottom ↓		IS	IHS	NHS	SHS
STAGE					
FULL STAGE Or		Y	(Y)	Y	Y
HALF STAGE Or	(Mid-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 (How do you want the main curtain to look?)	CIRCLE ONE: 1)Down & closed 2)Down & open 3)Stage Framed grand balanced at top w/false walls extended				
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 & genie lift; COLORED GELS ARE USER PROVIDED 2HR. SET-UP	SY	(SY)	SY	SY
AUDIO					
Use of most items requires technician					
Choir Microphones	hung at front of stage; used for choirs	0	2	0	2
Wireless Microphones	Handheld/Lapel (or clip on) 1 NEEDED	1	(2)	2/3	1/0
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
Monitors/Speakers	Generally used for musical feedback	2	4	4	3
Communication Head-Sets (wired only)	3 NEEDED	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	Y	Y	Y	Y
Music Stands	Must be Ordered; associated costs (delivery charge) for users only; in bulk of 30; 60 total \$10 charge	SY	(SY)	SY	SY
Choir Risers	Must be Ordered; associated costs (delivery charge) for public users only; 4 sections, 3 risers/20 students per section -- no backs	SY	SY	SY	SY
Shells	Associated Costs to public users \$50 charge	N	(SY)	SY	SY
Clouds	Associated Costs to public users	N	N	SY	SY
Orchestra Pit	Associated Costs; cover removal/installation	N	SY	SY	SY
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	USING COMMONS AREA FOR FOOD	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)

- AUDIO IS SET IT + FORGET IT; 2 HOURS FOR LIGHTING TECHNICIAN TO SET + LEAVE
- 1) 50 CHAIRS SET-UP JUST OUTSIDE GREEN ROOM
 - 2) 50 CHAIRS SET-UP @ BACK OF STAGE
 - 3) 60 MUSIC STANDS TO BE DELIVERED
 - 4) SHELLS TO BE SET-UP BY CUSTODIAN
 - 5) NEED ROUND TABLES + 200 CHAIRS SET UP IN COMMONS AREA FOR FOOD