

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

Complete this form by circling the boxes in the row of equipment needed, within the column of the school being used. If available, a 'Y' will be indicated, if not available 'N' is indicated. If a number is indicated it means that is the total number available at that school; circle and then make a note as to how many are actually needed.

Add special instructions on each line or at bottom and turn in 30 days in advance of program. When a dollar sign is indicated it means there are associated costs for use. Email back to sender or fax to 425.456.4584.

Name of Event: <i>Parent Mtg/ Math Adoption</i>	Your Name: <i>Stephanie Soth/ Sharen Kartz</i>
Date of Event: <i>11-12-09</i>	School: <i>Interlake HS</i>
Contact Number: <i>4109</i>	
Description of Event: <i>Parent mtg to discuss Math Adoption</i>	

		Add Comments in this column ↓	IS	IHS	NHS	SHS
STAGE						
FULL STAGE Or			Y	Y	Y	Y
HALF STAGE Or	(From mid-traveler or center stage forward)		N	Y	Y	Y
APRON ONLY	<input checked="" type="checkbox"/> (In front of Grand or main curtain only)		Y	<input checked="" type="checkbox"/>	Y	Y
Grand Curtain Set	Circle one of the following: 1)Down & closed 2)Down & open 3)Stage Framed					
Podium	<input checked="" type="checkbox"/> Identify which side of stage: <i>Doesn't matter</i>		Y	<input checked="" type="checkbox"/>	Y	Y
Choir Risers			N	Y	Y	Y
Band Risers			N	Y	N	N
Platforms			N	N	N	Y
Shells	Associated Costs		N	\$Y	\$Y	\$Y
Clouds	Associated Costs		N	N	\$Y	\$Y
LIGHTING						
House/Lecture	<input checked="" type="checkbox"/> Audience and apron only lights only		Y	<input checked="" type="checkbox"/>	Y	Y
Standard	Operated by User from panel		Y	Y	Y	Y
Custom	Requires Technician -- Specific; include info on spots & genie lift		\$Y	\$Y	\$Y	\$Y
AUDIO						
Use of most all items below requires a technician (\$ for public users)						
Choir Mic			2	2	0	2
Stage Monitor			4	4	4	4
Handheld Wireless Mic	<input checked="" type="checkbox"/>		1	<input checked="" type="checkbox"/>	2	1
Lapel Wireless Mic			0	1	1	1
Countryman Wireless Mic			0	0	1	1
Floor Mic			0	4	0	3
Directional Mic			2	6	6	6
Instrument Mic			1	2	2	2
Communication Head-Sets			6	6	12	6
Projector (permanently mounted)	<input checked="" type="checkbox"/> User must bring in computer to project presentations/dvds		Front	<input checked="" type="checkbox"/> Front	Front	Rear
Projection Screen	<input checked="" type="checkbox"/> Permanently mounted in front of Grand or Main Curtain at all schools		Y	<input checked="" type="checkbox"/>	Y	Y
CD Player			Y	Y	Y	Y
DVD Player			Y	Y	N	N
Assisted Listening Devices			N	Y	Y	Y
Mic Stands			Y	Y	Y	Y
Music Stands	Must be Ordered in bulk of 30; 60 total for public users only		Y	Y	Y	Y
Piano	Uprights only; flat use fee of \$120.00		\$Y	\$Y	\$Y	\$Y
Computer (User Provided)			N	N	N	N
Other						
"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
Orchestra Pit	Flat Fee of \$100.00 cover removal/installation		N	\$Y	\$Y	\$Y
Lobby			Y	N	N	Y
Other Rooms Needed	List other rooms being used					

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