

RECEIVED

MAY 23 2012

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

Return to PAC Coordinator within 5 days of Facility App submittal – fax 425-456-4984 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

(Bellevue Korean School)

Name of Event: <i>Graduation</i>	Day of Event Contact Name: <i>Jinah Lee</i>
Date of Event: <i>6/8/2012</i>	Day of Event Contact Number: <i>(425) 241-3998</i>
Description of Event: <i>Choir, dance, playing instruments, Taekwondo, play, lecture etc.</i>	

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	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 & 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/Flap (for choirs)	1	2	2/3	1/0
Floor Table Boundary Microphones	lays flat on floor or table; supercardioid condenser	0	2	3	3
Vocal Instrument Microphones	Dynamic Supercardioid	4	6	7	13
Mic Stands		3	4	4	8
Monitor Speakers	Generally used for musical feedback <i>(We'll connect a keyboard)</i>	2	4	4	3
Communication Head-Sets (wired only)		6	6	6	12
Projector	EPSON Projector (SERIAL) Don't make bring in computer or project presentation	Front	Front	6	Front
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	Y
USED 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 Stand	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
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	5	\$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; mechanical installation	N	\$Y	\$Y	\$Y
Other					
Locking Fly Rail	Requires Technician <i>(We'll hang a banner)</i>	N	Y	Y	Y
"Green" Room	List items needed, i.e. table, 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)

We'll start our Reversal at 6:30, and will start real performance at 7:10. The screen need to be down very beginning, and move up when choir go on the risers.