

**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.

*3 cedars WALDORF*

Name of Event: <i>Sharing Assembly</i>	Your Name: <i>Scrappina Orzel</i>
Date of Event: <i>1/29/10</i>	School: <i>TCWS</i>
Description of Event: <i>Sharing Assembly for family, friends &amp; relatives</i>	

Add Comments in this column ↓		IS	IHS	NHS	SHS
<b>STAGE</b>					
FULL STAGE Or		<input checked="" type="checkbox"/>	Y	Y	Y
HALF STAGE Or	(From mid-traveler or center stage forward)	<input type="checkbox"/>	Y	Y	Y
APRON ONLY	(In front of Grand or main curtain only)	<input type="checkbox"/>	Y	Y	Y
Grand Curtain Set	Circle one of the following: 1)Down & closed 2)Down & open 3)Stage Framed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Podium	Identify which side of stage	<input type="checkbox"/>	Y	Y	Y
Choir Risers		<input type="checkbox"/>	Y	Y	Y
Band Risers		<input type="checkbox"/>	Y	N	N
Platforms		<input type="checkbox"/>	N	N	Y
Shells	Associated Costs	<input type="checkbox"/>	\$Y	\$Y	\$Y
Clouds	Associated Costs	<input type="checkbox"/>	N	\$Y	\$Y
<b>LIGHTING</b>					
House/Lecture	Audience and apron only lights only	<input type="checkbox"/>	Y	Y	Y
Standard	Operated by User from panel	<input checked="" type="checkbox"/>	Y	Y	Y
Custom	Requires Technician -- Specific; include info on spots & genie lift	<input checked="" type="checkbox"/>	\$Y	\$Y	\$Y
<b>AUDIO</b>					
Use of most all items below requires a technician (\$ for public users)					
Choir Mic		<i>2</i>	2	0	2
Stage Monitor		<i>4</i>	4	4	4
Handheld Wireless Mic		<i>1</i>	1	2	1
Lapel Wireless Mic		<i>1</i>	1	1	1
Countryman Wireless Mic		<i>0</i>	0	1	1
Floor Mic		<i>0</i>	4	0	3
Directional Mic		<i>2</i>	6	6	6
Instrument Mic		<i>1</i>	2	2	2
Communication Head-Sets		<i>6</i>	6	12	6
Projector (permanently mounted)	User must bring in computer to project presentations/dvds	Front	Front	Front	Rear
Projection Screen	Permanently mounted in front of Grand or Main Curtain at all schools	<input checked="" type="checkbox"/>	Y	Y	Y
CD Player		<input checked="" type="checkbox"/>	Y	Y	Y
DVD Player		<input checked="" type="checkbox"/>	Y	N	N
Assisted Listening Devices		<input type="checkbox"/>	Y	Y	Y
Mic Stands		<input checked="" type="checkbox"/>	Y	Y	Y
Music Stands	Must be Ordered in bulk of 30; 60 total for public users only	<input checked="" type="checkbox"/>	Y	Y	Y
Piano	Uprights only; flat use fee of \$120.00	<i>stage R</i>	<i>yes</i>	<i>yes</i>	<i>yes</i>
Computer (User Provided)		<input type="checkbox"/>	N	N	N
<b>Other</b>					
"Green" Room	List items needed, i.e., tables, chairs	<input checked="" type="checkbox"/>	Y	Y	Y
Ticket Booth		<input type="checkbox"/>	N	Y	Y
Coat Room		<input type="checkbox"/>	N	N	Y
Orchestra Pit	Flat Fee of \$100.00 cover removal/installation	<input type="checkbox"/>	N	\$Y	\$Y
Lobby		<input checked="" type="checkbox"/>	Y	N	Y
Other Rooms Needed	List other rooms being used	<input type="checkbox"/>	N	N	Y

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

*Please set up 2 rows of additional chairs in front of stage and additional chairs in back of auditorium -*

P.2/2      TO: 14254564584      FROM: NOV-4-2009 16:23