

IHS PAC

PAC EQUIPMENT FORM

EVENT INFORMATION					
Name Of Event:	Transition Graduation		Your Name:	Peggy Lynch	
Date Of Event:	6/9/10	Today's Date:	10/28/09	Contact Number:	425-456-7345
FORM DIRECTIONS					
Complete this form by clicking all boxes required for event. E-mail back to sender or fax to 425.456.4584					

STAGE		COMMENTS
Full Stage	<input type="checkbox"/>	
Half Stage	<input checked="" type="checkbox"/>	
Grand Curtain (aka Main Red Curtain)	<input checked="" type="checkbox"/>	Indicate need: up/down/closed/open Or stage framed
Apron Only	<input type="checkbox"/>	in front of Grand Curtain; w/ Grand closed
Fly System (bringing 'up/down' curtains or scene sets, etc.)	<input type="checkbox"/>	Requires Stage-hand
Projection Screen	<input checked="" type="checkbox"/>	
Podium	<input checked="" type="checkbox"/>	
(3) Risers (Choir only w/prior approval; include # needed)	<input type="checkbox"/>	
(6) Shells (include # needed)	<input type="checkbox"/>	Requires additional hour custodial for set-up/take-down
LIGHTING		
House/Lecture (audience & apron only)	<input checked="" type="checkbox"/>	
Standard (operated by user from sliders on panel)	<input type="checkbox"/>	
Custom (full stage; specific; include spots & Genie if needed)	<input type="checkbox"/>	Requires Light-tech
AUDIO		
The following REQUIRE an Audio Technician:		
<input type="checkbox"/> CD Player	#	<input type="checkbox"/> (6) Directional Hand Held Mic
<input type="checkbox"/> DVD Player	#	<input checked="" type="checkbox"/> (5) Floor Mic
<input type="checkbox"/> VHS Player	#	<input type="checkbox"/> (1) Choir Mic
<input type="checkbox"/> (4) Stage Monitors (aka speakers)	#	<input type="checkbox"/> (6) Communication Head Sets
<input type="checkbox"/> (1) Wireless Handheld or Lapel Mic	#	<input checked="" type="checkbox"/> (3) Mic Stands
<input checked="" type="checkbox"/> Projector (projects from front only)		
Computer (User provided)	<input checked="" type="checkbox"/>	
Assisted Listening Devices	<input type="checkbox"/>	
OTHER		
Orchestra Pit (indicate number of chairs/stands)	<input type="checkbox"/>	Additional cost of \$100.00 for removal/instl of cover
"Green Room" (Performers dressing rooms)	<input type="checkbox"/>	(must be checked if needed)
Ticket Booth	<input type="checkbox"/>	(must be checked if needed)
Lobby (in most cases commons must rented @ IHS)	<input type="checkbox"/>	(must be checked if needed)

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