

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

Complete this form by circling/highlighting 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 in the comments section 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>Cherry Crest Music Program</i> | Your Name: <i>Stephen Panther</i> |
| Date of Event: <i>6/25/10</i> | School: <i>Cherry Crest</i> |
| Description of Event: <i>K-4 Music Program(s); K-2 (6:30) 3-4 \$ chair (7:30) .4933 Ch. Crest</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 | (In front of Grand or main curtain only) | Y | Y | Y | Y |
| Grand Curtain Set | Circle one of the following: 1)Down & closed 2)Down & open 3)Stage Framed | / | / | / | / |
| Podium | Identify which side of stage | Y | Y | 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 | Audience and apron only lights only | Y | Y | 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 | | 1 | (1) | 2 | 1 |
| Lapel Wireless Mic | | 0 | 1 | 1 | 1 |
| Countryman Wireless Mic | | 0 | 0 | 1 | 1 |
| Floor Mic | | 0 | (4) | 0 | 3 |
| Directional Mic | | 4 | 6 | 6 | 6 |
| Instrument Mic | | 1 | (2) | 2 | 2 |
| Communication Head-Sets | | 6 | (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 | Y | Y | 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 <i>Commons Area</i> | | | | |

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