

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

The World

Name of Event: <i>Winter Celebrations Around</i>	Your Name: <i>GAIL DOMINGOS</i>
Date of Event: <i>12/17/09</i>	School: <i>Cedar Crest Academy</i>
Description of Event: <i>Winter Performance (childrens)</i>	

		IS	IHS	NHS	SHS
STAGE					
FULL STAGE Or		Y	Y	Y	Y
HALF STAGE Or	<small>(From end of stage or within stage forward)</small>	N	Y	Y	Y
APRON ONLY	<small>(In front of Grand or main curtain only)</small>	Y	Y	Y	Y
Grand Curtain Set	<small>Circle one of the following: 1) Down & closed 2) Down & open 3) Stage Framed</small>				
Podium	<small>Identify which side of stage</small>	Y	Y	Y	Y
Choir Risers		N	Y	Y	Y
Band Risers		N	Y	N	N
Platforms		N	N	N	Y
Shells	<small>Associated Costs</small>	N	\$Y	\$Y	\$Y
Clouds	<small>Associated Costs</small>	N	N	\$Y	\$Y
LIGHTING					
House/Lecture	<small>Audience and apron only lights only</small>	Y	Y	Y	Y
Standard	<small>Operated by stage crew only</small>	Y	Y	Y	Y
Custom	<small>Requires technician -- Specific; include info on spots & gels kit</small>	\$Y	\$Y	\$Y	\$Y
AUDIO					
<small>Use of most all items below requires a technician (\$ for public users)</small>					
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	<small>not used (to connect to the theater)</small>	6	6	12	6
Other					
Projector (permanently mounted)	<small>User must bring in computer to project presentations/dvds</small>	Front	Front	Front	Rear
Projection Screen	<small>Permanent, suspended, portable, Grand or main curtain or all purpose</small>	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	<small>Must be ordered in bulk or 20% use fee for public users only</small>	Y	Y	Y	Y
Piano	<small>Uprights only; flat use fee of \$120.00</small>	\$Y	\$Y	\$Y	\$Y
Computer (User Provided)		N	N	N	N
"Green" Room	<small>List items needed, i.e., tables, chairs</small>	Y	Y	Y	Y
Ticket Booth		N	Y	Y	Y
Coat Room		N	N	N	Y
Orchestra Pit	<small>Flat Fee of \$100.00 cover removal/installation</small>	N	\$Y	\$Y	\$Y
Lobby		Y	N	N	Y
Other Rooms Needed	<small>List other rooms being used</small>				

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