

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: <u>Winter Celebrations Around the World</u>	Your Name: <u>GON DOMINGOS</u>
Date of Event: <u>12/18/09</u>	School: <u>Cedar Crest Academy</u>
Description of Event: <u>Winter Performance (Children's)</u>	
Contact Number: <u>425-453-1211</u>	

Add Comments in this column:

	YS	MS	MS	MS
STAGE				
FULL STAGE Or	Y	Y	Y	Y
HALF STAGE Or -	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 - <u>2</u> <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 User from house</small>	Y	Y	Y	Y
Custom <small>Requires Technician -- Specific; Include info on spots & gobo fill</small>	\$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 <small>Just to communicate to the audience - 1</small>	6	6	12	6

Projector (permanently mounted) <small>User must bring in computer to project presentations/dvds</small>	Free	Front	Proj	Rear
Projection Screen <small>Always be installed in front of Grand or main curtain only</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 of 30; 60 total 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

Other				
"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)*