

PAC EQUIPMENT FORM

FORM DIRECTIONS:

Complete this form by circling all boxes 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. Make a note as to how many you would like to use. 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.

Name of Event: <i>End of Year Sharing Assembly</i>		Your Name: <i>Scrappina Orzel</i>			
Date of Event: <i>6/4/10</i>		School: <i>Three Cedars</i>		Contact Number: <i>425.401.9874</i>	
Description of Event: <i>Waldorf School</i> <i>End of Year Sharing Assembly</i>					
INTERMEDIATE SCHOOL					
Add Comments in this column ↓					
STAGE					
FULL STAGE Or		<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y
HALF STAGE Or	<small>(From mid-traveler or center stage forward)</small>	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y
APRON ONLY	<small>(In front of Grand or main curtain only)</small>	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y
Grand Curtain Set	<small>Circle one of the following: 1) Down & closed 2) Down & open 3) Stage Framed</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Podium	<small>Identify which side of stage:</small>	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y
Choir Risers		<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y
Band Risers		<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N
Platforms		<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y
Shells	<small>Associated Costs</small>	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> \$Y	<input checked="" type="checkbox"/> \$Y	<input checked="" type="checkbox"/> \$Y
Clouds	<small>Associated Costs</small>	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> \$Y	<input checked="" type="checkbox"/> \$Y
LIGHTING					
House/Lecture	<small>Audience and apron only lights only</small>	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y
Standard	<small>Operated by User from panel</small>	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y
Custom	<small>Requires Technician -- Specific; include info on spots & genre lift</small>	<input checked="" type="checkbox"/> \$Y	<input checked="" type="checkbox"/> \$Y	<input checked="" type="checkbox"/> \$Y	<input checked="" type="checkbox"/> \$Y
AUDIO					
<small>Use of most all items below requires a technician (\$ for public users)</small>					
Choir Mic		<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 0	<input checked="" type="checkbox"/> 2
Stage Monitor		<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 4
Handheld Wireless Mic		<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 1
Lapel Wireless Mic		<input checked="" type="checkbox"/> 0	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1
Countryman Wireless Mic		<input checked="" type="checkbox"/> 0	<input checked="" type="checkbox"/> 0	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1
Floor Mic		<input checked="" type="checkbox"/> 0	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 0	<input checked="" type="checkbox"/> 3
Directional Mic		<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 6
Instrument Mic		<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 2
Communication Head-Sets		<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 12	<input checked="" type="checkbox"/> 6
Projector (permanently mounted)	<small>User must bring in computer to project presentations/dvds</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Projection Screen	<small>Permanently mounted in front of Grand or Main Curtain</small>	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y
CD Player		<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y
DVD Player		<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N
Assisted Listening Devices		<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y
Mic Stands		<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y
Music Stands	<small>Must be Ordered in bulk of 30; 60 total for public users only</small>	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y
Piano	<small>Uprights only; flat use fee of \$120.00</small>	<input checked="" type="checkbox"/> \$Y	<input checked="" type="checkbox"/> \$Y	<input checked="" type="checkbox"/> \$Y	<input checked="" type="checkbox"/> \$Y
Computer (User Provided)	<i>Stage Right</i>	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N
Other					
"Green" Room	<small>List items needed, i.e., tables, chairs</small>	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y
Ticket Booth		<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y
Coat Room		<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> Y
Orchestra Pit	<small>Flat Fee of \$100.00 cover removal/Installation</small>	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> \$Y	<input checked="" type="checkbox"/> \$Y	<input checked="" type="checkbox"/> \$Y
Lobby		<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> 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)

Please set up two rows of additional chairs in front of stage and addition chairs at the back of auditorium.