

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.

*BELEVUE BRIGHT HORIZON*

Name of Event: <i>Springfest 2010</i>	Your Name: <i>Jennifer Williams/Bright Horizon</i>
Date of Event: <i>4/3/09</i>	Contact Number: <i>425-450-7303</i>
School: <i>Sammamish</i>	
Description of Event: <i>singing &amp; dancing by children ages 2-12, 6 yr.</i>	

Add Comments in this column ↓		IS	IHS	NHS	SHS
<b>STAGE</b>					
FULL STAGE Or		Y	Y	Y	Y
HALF STAGE Or	(From mid-traveler or center stage forward)	N	Y	Y	<b>Y</b>
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
<b>LIGHTING</b>					
House/Lecture	Audience and apron only lights only	Y	Y	Y	Y
Standard	Operated by User from panel	Y	Y	Y	<b>Y</b>
Custom	Requires Technician -- Specify include info on spots & genie lift	\$Y	\$Y	\$Y	\$Y
<b>AUDIO</b>					
Use of most all items below requires a technician (\$ for public users)					
Choir Mic		2	2	0	<b>2</b>
Stage Monitor		4	4	4	4
Handheld Wireless Mic		1	1	2	<b>1</b>
Lapel Wireless Mic		0	1	1	<b>1</b>
Countryman Wireless Mic		0	0	1	<b>1</b>
Floor Mic		0	4	0	<b>3</b>
Directional Mic		4	6	6	6
Instrument Mic		1	2	2	2
Communication Head-sets		6	6	12	6
<b>Projector (permanently mounted)</b>	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	<b>Y</b>
CD Player		Y	Y	Y	<b>Y</b>
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
<b>Other</b>					
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	Y	<b>Y</b>
Ticket Booth		N	Y	Y	<b>Y</b>
Coat Room	<i>for dressing room</i>	N	N	N	<b>Y</b>
Orchestra Pit	Flat Fee of \$100.00 cover removal/installation	N	\$Y	\$Y	\$Y
Lobby		Y	N	N	<b>Y</b>
Other Rooms Needed	List other rooms being used				

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