

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

Return to PAC Coordinator within 5 days of Facility App submittal – fax 425-456-4584 OR 12037 NE 5TH Street, Bellevue WA 98005

To complete this form: in the **COLUMN** of the school being used **CIRCLE** the items needed.

If the equipment is available at that school, a 'Y' will be indicated. If it is not available 'N' is indicated. Associated costs are indicated with 'SY'. A number indicates the *general* amount available at that school; *each theater, and the equipment within, are used daily for learning. At times the full number indicated is not available and not known until we arrive.*

Add special instructions on each line or at bottom in the comments section

Name of Event: Art You presents "En Pointe"		Day of Event Contact Name: Meeta Srinivasan					
Date of Event: 6/19	PAC or Schl: IHS	Day of Event Contact Number:					
Description of Event: A showcase of youth artistes' talent. Featuring poetry, dance, and classical music performances. The mission of Art You is to promote awareness of classical art forms among youth in the community, and En Pointe, our showcase, works towards that.							
		Add Comments in this column or at bottom: ↓		IS	IHS	NHS	SHS
STAGE							
FULL STAGE Or	Full stage requested.	Y	(Y)	Y	Y		
HALF STAGE Or	(Mid-stage forward)	N	Y	Y	Y		
APRON ONLY	(In front of CLOSED Grand curtain; generally used for lectures)	Y	Y	Y	Y		
Grand Curtain Set (How do you want the main curtain to look?)	CIRCLE ONE: 1) Down & closed 2) Down & open 3) Stage Framed (grand valanced at top w/ false walls extended)						
LIGHTING							
House/Lecture	Audience and apron lights only	Y	Y	Y	Y		
Standard	AS IS when you enter PAC; no light adjustment; Can be operated by User from panel or turned on at start of program and left	Y	Y	Y	Y		
Custom	Requires Technician – Specific include info on each & give it; COLORS GELS ARE USER PROVIDED	SY	(SY)	SY	SY		
AUDIO							
Use of most items requires technician Student?							
Choir Microphones	hung at front of stage; used for choirs	0	2	0	2		
Wireless Microphones	Handheld/Lapel (or clip on)	1	(2)	2/3	1/0		
Floor Table Boundary Microphones	lays flat on floor or table; supercardioid condenser	0	2	3	3		
Local Instrument Microphones	(Dynamic) Supercardioid	4	(6)	7	13		
MAC Stands		3	(4)	7	8		
Monitors/Speakers	Generally used for musical feedback	2	(4)	4	3		
Communication Head-sets (wired only)		6	6	6	12		
Projector (generally mounted in front of screen)	EPSON PowerLite 3300SL; User must bring in computer to project presentations	Front	Front	Front	Feace		
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	(Y)	Y	Y		
Circle here							
USER MUST PROVIDE COMPUTER	No MAC Support	Y*	(Y*)	Y	Y*		
CD Player	*Cannot accept MP3 formatted disks	Y	Y	N	N		
DVD Player		N	Y	Y	Y		
Assisted Listening Devices							
ADDITIONAL OPTIONS							
Podium	Identify which side of stage L C R (R)	Y	(Y)	Y	Y		
Music Stands	Must be Ordered; send mac case (delivery charge) for users only; in bulk of 30; 60 total	SY	SY	SY	SY		
Choir Risers	Must be Ordered; associated cost (delivery charge) for public users only: 4 sections, 3 risers/20 students per section – no backs	SY	SY	SY	SY		
Shells	Associated Costs to public users	N	SY	SY	SY		
Clouds	Associated Costs to public users	N	N	SY	SY		
Orchestra Pit	Associated Costs; cover removal/installation	N	SY	SY	SY		
Other							
Locking Fly Rail	Requires Technician	N	Y	Y	Y		
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		
Lobby		Y	N	N	Y		
Other Rooms Needed	List other rooms being requested for use in the school						

(gen. used for musical feedback) *cannot accept MP3 formatted disks

Additional Comments: (please be as specific as possible, we will be using this to support your event)
Will need student tech to work with on the lighting. There will be a variety of performances styles – piano, dance, and poetry reading. Thus, audio will be switching from recorded music for dance to live music for piano. Sound will have to be adjusted accordingly. As far as fighting, I will need to discuss entries/exits with the student tech to plan the event.