

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 '\$Y'. 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.*

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

Name of Event: <u>NEWPORT JAZZ FESTIVAL</u>	Contact Name: <u>EISENHARTER / ROBY</u>
Date of Event: <u>Sat MAR. 19</u> PAC: <u>NEWPORT</u>	Contact Number: <u>7404 / 7437</u>
Description of Event: <u>HIGH SCHOOL JAZZ INVITATIONAL + FESTIVAL</u>	

Add Comments in this column or at bottom ↓		IS	IHS	NHS	SHS
STAGE					
FULL STAGE Or		Y	Y	Y	Y
HALF STAGE Or	(Mid-stage forward) <u>TRAVEL FORWARD</u>	N	Y	(Y)	Y
APRON ONLY	(In front of Grand curtain- generally used for lectures)	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	Associated Costs & for public users only; Must be Ordered; 4 sections; 3 risers/20 students per section --no backs	\$Y	\$Y	\$Y	\$Y
Shells	Associated Costs to public users	N	\$Y	\$Y	\$Y
Clouds	Associated Costs to public users <u>FRONT CLOUD - I U TAKE CARE</u>	N	N	(SY)	SY
LIGHTING					
House/Lecture	Audience and apron lights only	Y	Y	Y	Y
Standard	Can be operated by User from panel or turned on at start of program and left <u>Well get m Tech</u>	Y	Y	(Y)	Y
Custom	Requires Technician -- Specific; include info on spots & genre list	\$Y	\$Y	\$Y	\$Y
AUDIO					
Use of most all items below requires a technician					
Choir Mic		2	2	0	2
Stage Monitor		4	4	(4)	4
Wireless Mic		1	2	(3)	2
Floor Mic		0	4	0	3
Directional Corded Mic		5	8	8	8
Communication Head-Sets		6	6	6	12
Projector (permanently mounted)	EPSON PowerLite 8300NL; User must bring in computer to project presentations	Front	Front	Front	Rear
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	Y
USER PROVIDED COMPUTER	No MAC Support				
CD Player	<u>Well use to RECORD EACH BAND</u>	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	Must be Ordered - in bulk of 30; 60 total; for public users only <u>I HAVE PLANO STANDS</u>	Y	Y	(Y)	Y
Piano	Uprights only; flat use fee of \$120.00 (tuning costs) to all (including visiting schools) except residing school	\$Y	\$Y	(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
Orchestra Pit	Associated Cost: Flat Fee of \$100.00 cover removal/Installation	N	\$Y	\$Y	\$Y
Lobby		Y	N	N	Y
Other Rooms Needed	List other rooms being requested for use in the school				

*cannot accept MP3 formatted disks

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