

**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 5<sup>th</sup> 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.

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

Name of Event: <u>K-5 Literacy Professional Develop.</u>	Contact Name: <u>Erin King / Robin Moore</u>
Date of Event: <u>MAY 18, 2011</u> PAC: <u>INTELLECT</u>	Contact Number: <u>425 456-4055 OR 4051 OR 4264</u>
Description of Event: <u>K-5 Staff Professional Develop. Panel on Stage</u>	

Add Comments in this column or at bottom		IS	ITS	MIS	SIS
<b>STAGE</b>					
FULL STAGE Or		Y	Y	Y	Y
HALF STAGE Or	(Mid-stage forward)	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 (grand valanced w/false wall)	Y	(Y)	Y	Y
Podium	is only w/height of stage <u>1 FT</u>	SY	SY	SY	SY
Choir Risers	Associated Costs to public users: none to be charged - see school. 5 ft/20 risers per section - no prep.	N	SY	SY	SY
Shells	Associated Costs to public users	N	N	SY	SY
Clouds	Associated Costs to public users	N	N	SY	SY
<b>LIGHTING</b>					
House/Lecture	Audience and apron lights only	Y	Y	Y	Y
Standard	AS IS when you enter PAC; Can be operated by User from panel or button on or next of program and left	Y	(Y)	Y	Y
Custom	Requires Technician - handle, include into an apple & apple lift	SY	SY	SY	SY
<b>AUDIO</b>					
Use of most items requires technician					
Choir Mic		2	2	0	2
Stage Monitor		2	4	4	8
Wireless Mic		1	(2)	3	1
Floor Mic	<u>will have 5 tables on apron - mics as per phone convs.</u>	0	4	0	3
Directional Corded Mic		5	(8)	8	8
Communication Head-sets		6	6	6	12
Projector (permanently mounted)	EPSON PowerLite 8000S; 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	Y*	Y*	Y	Y*
CD Player		Y	Y	N	N
DVD Player		N	Y	Y	Y
Assisted Listening Devices		3	5	6	6
Mic Stands	<u>1 mic down for audience</u>	SY	SY	SY	SY
Music Stands	Must be chorded; associated costs in bulk of 30; 60 total; for community users only	SY	SY	SY	SY
Piano	Uprights only; associated costs - wiring fee to all (including visiting schools) except renting school				
<b>Other</b>					
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 Costs cover removal/installation	N	SY	SY	SY
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)

1 8' TABLE + 5 CHAIRS ON STAGE FOR 5 PANEL SPEAKERS  
 1 CORDED MICROPHONE FOR EACH SPEAKER LAID ON TABLE  
 1 HANDHELD WIRELESS MICROPHONE IN MIC STAND IN HOUSE FOR Q+A  
 2 LAPEL WIRELESS MICROPHONES FOR EMCEES.