

PAC EQUIPMENT FORM

EVENT INFORMATION					
Name Of Event:	Choir CD Release	Contact Name:	Sarah Fowler		
Date Of Event:	4/30/10	Today's Date:	9/11/09	Contact Number:	X7698

FORM DIRECTIONS
Complete this form by clicking all boxes required for event. E-mail back to sender.

STAGE		COMMENTS/Amount Requested		
Full Stage	<input type="checkbox"/>			
Half Stage (from Mid-Traveler forward)	<input checked="" type="checkbox"/>			
Grand Curtain (aka Main Red Curtain)	<input type="checkbox"/>	Indicate need: open/closed/up/down Or stage framed		
Apron Only	<input type="checkbox"/>	in front of Grand Curtain w/Grand Curtain closed		
Fly System (bringing 'up/down' curtains or scene sets, etc.)	<input type="checkbox"/>	Requires Stage Hand		
Projection Screen	<input type="checkbox"/>			
Podium	<input type="checkbox"/>			
(4) Choir Risers (w/approval only; include # needed)	<input type="checkbox"/>			
(3) Platforms 4'wx8'lx6"h	<input type="checkbox"/>			
Shells & Clouds	<input type="checkbox"/>	Additional cost of \$200.00 for set-up		
LIGHTING				
House/Lecture (audience & apron only)	<input type="checkbox"/>			
Standard (operated by user, from sliders on panel)	<input checked="" type="checkbox"/>			
Custom (full stage; specific; include spots & Genie if needed)	<input type="checkbox"/>	Requires Lighting Tech		
AUDIO				
Use of the following REQUIRES an Audio Technician:				
<input type="checkbox"/>	CD Player		<input type="checkbox"/>	DVD Player (user provided)
<input checked="" type="checkbox"/>	(3) Floor Mic	3	<input type="checkbox"/>	Computer (user provided)
<input checked="" type="checkbox"/>	(4) Stage Monitor	#4	<input type="checkbox"/>	(2) Hanging Choir Mic
<input type="checkbox"/>	(1) Wireless Lapel Mic	#	<input type="checkbox"/>	Assisted Listening Devices
<input type="checkbox"/>	(1) Wireless Hand Held Mic	#	<input type="checkbox"/>	Communication Head Sets
<input checked="" type="checkbox"/>	(6) Directional Hand Held Mic	# 20	<input type="checkbox"/>	Projector (projects from rear only; wireless)
OTHER				
Piano (only if available from music dept.)	<input type="checkbox"/>	Upright Only	Additional cost of \$120.00	
Orchestra Pit (note number of chairs/stands needed)	<input type="checkbox"/>	Additional cost of \$100.00 for cover removal		
"Green Room" (Performers Dressing rooms)	<input checked="" type="checkbox"/>	(must be checked if needed)		
Ticket Booth	<input type="checkbox"/>	(must be checked if needed)		
Coat Room	<input type="checkbox"/>	(must be checked if needed)		
Lobby (limit tables to 3/ note number of chairs, etc. needed)	<input checked="" type="checkbox"/>	(must be checked if needed, add number of tables etc. that are needed in this area)		

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