

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

Complete this form by circling 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 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.

Name of Event: YouthCompass Benefit Comedy Night		Your Name: Caitlin Morse					
Date of Event: 11/6/09	School: Interlake High	Contact Number: 206.937.7070 ext 704					
Description of Event: An improv comedy night designed to raise awareness and support for YouthCompass, a non-profit organization providing mentorship to English-speaking teens living internationally.							
		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	Y		
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 <b>STAGE RIGHT</b>	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	Y		
Custom	Requires Technician -- Specific; 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	2		
Stage Monitor	1 STAGE LEFT 1 STAGE RIGHT please	4	4	4	4		
Handheld Wireless Mic		1	1	2	1		
Lapel Wireless Mic		0	1	1	1		
Countryman Wireless Mic		0	0	1	1		
Floor Mic		0	4	0	3		
Directional Mic	2 please	2	6	6	6		
Instrument Mic		1	2	2	2		
Communication Head-Sets	4 please	6	6	12	6		
Projector (permanently mounted)	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	Y		
CD Player		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	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 1 to 2 tables 10 chairs	Y	Y	Y	Y		
Ticket Booth		N	Y	Y	Y		
Coat Room		N	N	N	Y		
Orchestra Pit	Flat Fee of \$100.00 cover removal/installation	N	\$Y	\$Y	\$Y		
Lobby		Y	N	N	Y		
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)*

For our Audio needs, we are requesting a student technician.

Standard Lighting: Operated by User from panel.

\*We are assuming this means the stage lights will be general full lighting for use of the half stage and we will be able to turn house lights on/off and stage lights on/off but will not be able to change detail beyond this. Please let us know if this is not the case.

\*We will be showing a PowerPoint that will require stage lights off

\*We would like to have low lighting in the house during one portion and houselights almost out during the rest of the evening.

\*From my experience, this will all be possible from panel. Please advise if incorrect.

Projector: Can be controlled from back of house, correct? We use both Macs and PCs. Are there appropriate connections for both?

Our two main performers (on stage together) would prefer to both have lapel mics or headset mics if this is possible.

Communication Headsets are for stage management purposes and are not connected to the house audio, correct?

Please place 2 tables and 4 chairs outside entrance to theater in lobby for volunteers to display our materials as discussed. Thank you.

Please contact regarding visiting Interlake High PAC asap.

Email contact: [cmorse@youthcompass.org](mailto:cmorse@youthcompass.org)