

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: Historically Black College Info Night		Your Name: Michelle Williams Clark					
Date of Event: 11/4/9	School: SHS	Contact Number:					
Description of Event: Panel Discussion							
		Add Comments in this column ↓		IS	IHS	NHS	SHS
STAGE							
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		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		Y
Choir Risers		N	Y	Y	Y		Y
Band Risers		N	Y	N	N		N
Platforms		N	N	N	Y		Y
Shells	Associated Costs	N	\$Y	\$Y	\$Y		\$Y
Clouds	Associated Costs	N	N	\$Y	\$Y		\$Y
LIGHTING							
House/Lecture	Audience and apron only lights only	Y	Y	Y	Y		Y
Standard	Operated by User from panel	Y	Y	Y	Y		Y
Custom	Requires Technician -- Specific; include info on spots & genie lift	\$Y	\$Y	\$Y	\$Y		\$Y
AUDIO							
Use of most all items below requires a technician (\$ for public users)							
Choir Mic		2	2	0	2		2
Stage Monitor		4	4	4	4		4
Handheld Wireless Mic	This will be needed for use in theater for questions from audience	1	1	2	1		1
Lapel Wireless Mic		0	1	1	1		1
Countryman Wireless Mic		0	0	1	1		1
Floor Mic		0	4	0	3		3
Directional Mic	5 will be needed for panel members; 1 for podium speaker	2	6	6	6		6
Instrument Mic		1	2	2	2		2
Communication Head-Sets		6	6	12	6		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		Y
CD Player		Y	Y	Y	Y		Y
DVD Player		Y	Y	N	N		N
Assisted Listening Devices		N	Y	Y	Y		Y
Mic Stands		Y	Y	Y	Y		Y
Music Stands	Must be Ordered in bulk of 30; 60 total for public users only	Y	Y	Y	Y		Y
Piano	Uprights only; flat use fee of \$120.00	\$Y	\$Y	\$Y	\$Y		\$Y
Computer (User Provided)		N	N	N	N		N
Other							
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	Y	Y		Y
Ticket Booth		N	Y	Y	Y		Y
Coat Room		N	N	N	Y		Y
Orchestra Pit	Flat Fee of \$100.00 cover removal/installation	N	\$Y	\$Y	\$Y		\$Y
Lobby		Y	N	N	Y		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)

Please have table and chairs on stage for 5 panel speakers (either 1 or 2 six foot tables.)