

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 and not known until we arrive.*

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

| | | | | | | |
|---|---|--|------------|-------|----------|----------|
| Name of Event: <u>Wizard of Oz</u> | | Day of Event Contact Name: <u>Amanda Records</u> | | | | |
| Date of Event: <u>5/31, 6/5 + 6/6/15</u> PAC or Schl: <u>Int'l HS</u> | | Day of Event Contact Number: <u>253 232 6001</u> | | | | |
| Description of Event: <u>Dance Production of Wizard of Oz. lights set on 5/31; Dress on 6/5; 2 shows on 6/6. Produced by Spotlight Dance + Performing Arts Center</u> | | | | | | |
| Add Comments in this column or at bottom ↓ | | | | | | |
| STAGE | | | | | | |
| FULL STAGE Or | | Y | <u>Y</u> | Y | Y | Y |
| HALF STAGE Or | (Mid-stage forward) | Y | <u>N</u> | Y | Y | Y |
| APRON ONLY | (In front of CLOSED Grand curtain- generally used for lectures) | Y | Y | Y | Y | Y |
| Grand Curtain Set (how do you want the main curtain to look?) | CIRCLE ONE: 1)Down & closed 2)Down & open 3)Stage Framed (grand valanced at top w/false walls extended) | | | | | |
| LIGHTING | | | | | | |
| House/Lecture | Audience and apron lights only | Y | Y | Y | Y | Y |
| Standard | AS IS when you enter PAC; no light adjustment; Can be operated by User from panel or turned on at start of program and left | Y | Y | Y | Y | Y |
| Custom | Requires Technician -- Specific; include info on spots & genie lift; COLORED GELS ARE USER PROVIDED | \$Y | <u>\$Y</u> | \$Y | \$Y | \$Y |
| AUDIO | | | | | | |
| Use of most items requires technician | | | | | | |
| Choir Microphones | hung at front of stage; used for choirs | 0 | <u>0</u> | 2 | 0 | 2 |
| Wireless Microphones | Handheld/Lapel (or clip on) | 3 | <u>1</u> | 2 | 2/3 | 1/0 |
| Floor Table Boundry Microphones | lays flat on floor or table; supercardioid condensor | 0 | 0 | 2 | 3 | 3 |
| Vocal Instrument Microphones | Dynamic Supercardioid | 8 | <u>0</u> | 6 | 7 | 13 |
| Mic Stands | | 8 | 3 | 4 | 7 | 8 |
| Monitors/Speakers | Generally used for musical feedback | 2 | <u>2</u> | 4 | 4 | 3 |
| Communication Head-Sets (wired only) | | 4 | <u>4</u> | 6 | 6 | 12 |
| Projector (permanently mounted in front of screens) | EPSON PowerLite 8300NL; User must bring in computer to project presentations | Front | Front | Front | Front | Front |
| Projection Screen | Permanently mounted in front of main curtain at all schools | Y | Y | Y | Y | Y |
| USER MUST PROVIDE COMPUTER | | USER PROVIDED | | | | |
| CD Player | No MAC Support | Y | Y* | Y* | Y | Y* |
| DVD Player | *Cannot accept MP3 formatted disks | Y | Y | Y | <u>N</u> | <u>N</u> |
| Assisted Listening Devices | | Y | <u>N</u> | Y | Y | Y |
| ADDITIONAL OPTIONS | | | | | | |
| Podium | Identify which side of stage L C R | Y | Y | Y | Y | Y |
| Music Stands | Must be Ordered; associated costs (delivery charge) for users only; in bulk of 30; 60 total | \$Y | \$Y | \$Y | \$Y | \$Y |
| Choir Risers | Must be Ordered; associated costs (delivery charge) for public users only; 4 sections, 3 risers/20 students per section -- no backs | \$Y | \$Y | \$Y | \$Y | \$Y |
| Piano (Upright only) | Associated Costs to public users | \$Y | \$Y | \$Y | \$Y | \$Y |
| Shells | Associated Costs to public users | N | N | \$Y | \$Y | \$Y |
| Clouds | Associated Costs to public users | Y | N | N | \$Y | \$Y |
| Orchestra Pit | Associated Costs; cover removal/installation | \$Y | N | \$Y | \$Y | \$Y |
| Other | | | | | | |
| Locking Fly Rail | Requires Technician | Y | <u>N</u> | Y | Y | Y |
| "Green" Room | List items needed, i.e., tables, chairs <u>need tables, chairs, wardrobe hanger</u> | Y | <u>Y</u> | Y | Y | Y |
| Ticket Booth | | Y | <u>N</u> | Y | Y | Y |
| Coat Room | | N | <u>N</u> | N | N | Y |
| Lobby | | Y | <u>Y</u> | N | N | Y |
| Other Rooms Needed | List other rooms being used in Additional Comments below | | | | | |

(gen. used for musical feedback) *cannot accept MP3 formatted disks

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

1. wireless mic needed 6/5 + 6/6 only. (says 1 lapel available?)
2. 6/5: mic on table in house for choreographer to sit
3. 6/6 wireless handheld mic or cabled if wireless unavailable for curtain speech
4. 6/5 + 6/6 headed sets (DSL, DSR, D) in booth for light + sound op.
5. 6/5 + 6/6 need wardrobe hangers (okayed use on tour)
6. 6/6 tables/chairs in ~~302~~ 302 if no desks available.
7. will be using 302 6/6 12-2pm + 303 6/6 12-10pm. (BUA confirmed by Liz).