

BSD PAC EQUIPMENT FORM

Name of Event: 1/27/10	Your Name: Alyse Lato
Date of Event: Rick Steves: Travel as a Political Act	Contact Number: 206-441-5910
Description of Event: Public lecture	

FORM DIRECTIONS:

Complete this form by checking all boxes required for event. Add special instructions on each line or at bottom and turn in 30 days in advance of program. Email back to sender or fax to 425.456.4584.

KEY:
 If available, a 'Y' will be indicated, if not a 'N' is indicated;
 If a number is indicated it means that is the total amount at that school;
 When a dollar sign is indicated it means there are associated costs:

Add Comments in this column ↓		Indicate need here ↓	IS	IHS	NHS	SHS
STAGE						
FULL STAGE			Y	Y	Y	Y
HALF STAGE	From mid-traveler forward		N	Y	Y	Y
APRON ONLY	In front of Grand curtain only		Y	Y	Y	Y
Grand Curtain Set	Down&closed/down&open/Framed		Y	Y	Y	Y
Projection Screen	Mounted in front of grand		Y	Y	Y	Y
Podium	Which side of stage on left, with small table next to it		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
LIGHTING						
House/Lecture	Audience and apron 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
AUDIO						
Use of most all items below requires a technician						
Choir Mic			2	2	0	2
Stage Monitor			4	4	4	4
Handheld Wireless			1	1	2	1
Lapel Wireless			0	1	1	1
Countryman Wireless			0	1	1	1
Floor Mic			0	4	0	3
Directional Mic			2	6	6	6
Instrument Mic			1	2	2	2
Communication Head-Sets			6	6	12	6
Projector (permanently mounted)			Front	Front	Front	Rear
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			Y	Y	Y	Y
Piano	Uprights only; flat use fee of \$120.00		\$Y	\$Y	\$Y	\$Y
Computer (User Provided)			N	N	N	N
Other						
"Green" Room			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						

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

3 long table outside the entry way for registration (2 chairs/table). I'm not sure what all the mics above are, so I am listing them here: 1 mic for podium that is either wireless or corded with a long cord (so speaker can move around); 2 wireless mics with stands, one at the base of the stairs to the stage on each side (for Q+A). We will want the back portion (the 2 lecture halls) open.