

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

Complete this form: CIRCLE the boxes in the **ROW** of equipment needed within the **COLUMN** of the school being used.

If available, a 'Y' will be indicated, associated costs are indicated with '\$Y'. If it is not available 'N' is indicated. 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.

Add special instructions on each line or at bottom in the comments section and turn in 30 days prior to program. Fax to 425-456-4584.

|  |                               |
|--|-------------------------------|
| Name of Event: TOK OPEN HOUSE                                    | Contact Name: MICHAEL O'BYRNE |
| Date of Event: 3/2/2011 PAC: IHS                                 | Contact Number: X7311         |
| Description of Event:<br>TOK OPEN HOUSE AND IS INFORMATION NIGHT |                               |

| Add Comments in this column or at bottom                                |   | I6    | IHS   | NHS  | SHS  |
|---|---|-------|-------|------|------|
| <b>STAGE</b>  |   |       |       |      |      |
| FULL STAGE Or   |   | Y     | Y     | Y    | Y    |
| HALF STAGE Or   | (Mid-stage forward)   | N     | Y     | Y    | Y    |
| APRON ONLY  | (In front of Grand curtain- generally used for lectures)                                  | 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    |
| Choir Risers  | Associated Costs Must be Ordered; 4 sections, 3 risers/20 students per section - no backs | \$Y   | \$Y   | \$Y  | \$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  | Can be 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   |   | 4     | 4     | 4    | 4    |
| Wireless Mic  |   | 1     | 2     | 3    | 2    |
| Floor Mic   |   | 0     | 4     | 0    | 3    |
| Directional Corded Mic  |   | 5     | 8     | 8    | 8    |
| Communication Head-Sets   |   | 6     | 6     | 12   | 6    |
| Projector (permanently mounted)   | User must bring in computer to project presentations/dvds                                 | Front | Front | Rear | 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 30-50 total for public users only                            | Y     | Y     | Y    | Y    |
| Piano   | Uprights only; flat use fee of \$120.00   | \$Y   | \$Y   | \$Y  | \$Y  |
| <b>Other</b>  |   |       |       |      |      |
| "Green" Room  | List items needed, i.e., tables, chairs   | Y     | Y     | Y    | Y    |
| Ticket Booth  |   | N     | Y     | Y    | Y    |
| Coat Room   |   | N     | N     | N    | Y    |
| Orchestra Pit   | Associated Cost 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   |       |       |      |      |

\*cannot accepted MP3 formatted disks

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