

PAC EQUIPMENT FORM; Directions for use (please read):
Return to PAC Coordinator within 5 days of submittal – fax 425-456-4584 OR
12037 NE 5TH Street, Bellevue WA 98005

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

| | |
|---|---|
| Name of Event: <i>TZU-CHI FOUNDATION</i> | Contact Name: <i>AGENLA WAN / TIFFANY LIN</i> |
| Date of Event: <i>4/17/11</i> PAC: <i>SHS</i> | Contact Number: |
| Description of Event: <i>MOVIE</i> | |

| Add Comments in this column or at bottom ↓ | | IS | IHS | NHS | SHS |
|---|---|-------|-------|-------|------|
| STAGE | | | | | |
| 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 & for public users only; Must be Ordered; 4 sections; 3 risers/20 students per section -- no backs | \$Y | \$Y | \$Y | \$Y |
| Shells | Associated Costs to public users | N | \$Y | \$Y | \$Y |
| Clouds | Associated Costs to public users | N | N | \$Y | \$Y |
| LIGHTING | | | | | |
| House/Lecture | Audience and apron only lights only | Y | Y | Y | Y |
| Standard | Can be operated by User from panel <i>UP PRIOR TO PROGRAM</i> | 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 |
| Wireless Mic | ① | 1 | 2 | 3 | ② |
| Floor Mic | | 0 | 4 | 0 | 3 |
| Directional Corded Mic | | 5 | 8 | 8 | 8 |
| Communication Head-Sets | ① IN BOOTH ② ON STG. | 6 | 6 | 12 | ③ |
| Projector (permanently mounted) | User must bring in computer to project presentations/dvds | Front | Front | Front | Rear |
| Projection Screen | Permanently mounted in front of 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 (tuning costs) to all except residing school | \$Y | \$Y | \$Y | \$Y |
| Other | | | | | |
| Locking Fly Rail | Requires Technician | N | Y | Y | Y |
| "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)

User to bring in computer for movie