

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

Return to PAC Coordinator within 3 days of Facility App submittal - fax 425-456-4384 OR 12037 NE 5<sup>TH</sup> 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>End of year Celebrations</u>	Day of Event Contact Name: <u>Sera Lee</u>
Date of Event: <u>6/5/2015</u>	PAC or Schl: _____
Description of Event: <u>Choir, dance, playing instruments, Taekwondo, etc.</u>	

Add Comments in this column or at bottom ↓		IS	HS	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 CLOSED Grand curtain- generally used for lectures)	Y	Y	Y	Y
Grand Curtain Set	CIRCLE ONE: 1)Down & closed 2)Down & open 3)Stage Framed (grand valanced at top w/side walls extended)				
<b>LIGHTING</b>					
House/Lecture	Audience and apron lights only	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
Custom	Requires Technician -- Specific; include info on spots & zone info; COLORED GELS ARE USER PROVIDED	\$Y	\$Y	\$Y	\$Y
<b>AUDIO</b>					
Use of most items requires technician					
Choir Microphones	hung at front of stage; used for choirs	0	2	0	2
Wireless Microphones	Handheld/Lapel (or clip on)	1	2	(2/3)	1/0
Floor/ Table/ Boundary Microphones	lays flat on floor or table; supercardioid condenser	0	2	(3)	3
Vocal/ Instrument Microphones	Dynamic/ Supercardioid	4	6	(7)	13
Mic Stands		3	4	(7)	8
Monitors/ Speakers	Generally used for musical feedback	2	4	(4)	3
Communication Head-Sets (wired only)		6	6	(6)	12
Projector (permanently mounted in front of screen)	EPSON PowerLite (3300N); User must bring in computer to project presentations	Front	Front	(Front)	Front
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	(Y)	Y
CD Player	*Cannot accept MP3 formatted disks	Y*	Y*	(Y)	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	(Y)	Y
<b>ADDITIONAL OPTIONS</b>					
Podium	Identify which side of stage L C R	Y	Y	Y	Y
Music Stands	Must be Ordered; associated costs (delivery charge) for users only; in bulk of 30; \$2 total	\$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
Shells	Associated Costs to public users	N	\$Y	\$Y	\$Y
Clouds	Associated Costs to public users	N	N	\$Y	\$Y
Orchestra Pit	Associated Costs; cover removal/Installation	N	\$Y	\$Y	\$Y
Other		N	\$Y	\$Y	\$Y
Locking Fly Rail	Requires Technician	N	Y	(Y)	Y
"Green" Room	List items needed, i.e. (tables chairs) <u>&lt;We'll hang a banner&gt;</u>	Y	Y	Y	Y
Ticket Booth		N	Y	(Y)	Y
Coat Room		N	N	N	Y
Lobby		Y	N	N	Y
Other Rooms Needed	List other rooms being requested for use in the school.				

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

In the beginning of the performance,  
 1. the screen will be down, the highest position.  
 2. 5 risers (standard #) will be on the stage, below the screen 1' ahead.

