

**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 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>Tzu-Chi Academy Graduation Ceremony</u>	Day of Event Contact Name: <u>Dennis Huong</u>
Date of Event: <u>June 6, 2015</u>	PAC or Schl: <u>New Port High</u>
Day of Event Contact Number: <u>206-399-6879</u>	
Description of Event: <u>Tzu-Chi Academy Graduation - diploma ceremony, performance, etc.</u>	

Add Comments in this column or at bottom ↓		IS	IHS	NHS	SHS
<b>STAGE</b>					
FULL STAGE Or		Y	Y	<u>Y</u>	Y
HALF STAGE Or	(Mid-stage forward)	<del>N</del>	Y	Y	Y
APRON ONLY	(In front of CLOSED Grand curtain- generally used for lectures)	Y	Y	Y	Y
Grand Curtain Set (how do you want the main curtain to look?)	<b>CIRCLE ONE:</b> 1)Down & closed 2)Down & open 3)Stage Framed (grand valanced at top w/false 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	<b>Requires Technician</b> -- Specific; include info on spots & genie lift; 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	<u>2/3</u>	1/0
Floor Table Boundry Microphones	lays flat on floor or table; supercardioid condensor	0	2	3	3
Vocal Instrument Microphones	Dynamic Supercardioid	4	6	7	13
Mic Stands		3	4	<u>7</u>	8
Monitors/Speakers	Generally used for musical feedback	2	4	4	3
Communication Head-Sets (wired only)		6	6	<u>6</u>	12
Projector (permanently mounted in front of screens)	EPSON PowerLite 8300NL; User must bring in computer to project presentations	Front	Front	<u>Front</u>	Front
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	<u>Y</u>	Y
USER MUST PROVIDE COMPUTER	No MAC Support	Circle here			
CD Player	*Cannot accept MP3 formatted disks	Y*	Y*	Y	Y*
DVD Player		Y	Y	<del>N</del>	<del>N</del>
Assisted Listening Devices		<del>N</del>	Y	Y	Y
<b>ADDITIONAL OPTIONS</b>					
Podium	Identify which side of stage L C R	Y	Y	<u>Y</u>	Y
Music Stands	Must be Ordered; associated costs (delivery charge) for users only; in bulk of 30; 60 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
<b>Other</b>					
Locking Fly Rail	Requires Technician	<del>N</del>	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	Y	Y
Ticket Booth		<del>N</del>	Y	Y	Y
Coat Room		<del>N</del>	<del>N</del>	<del>N</del>	Y
Lobby		Y	<del>N</del>	<del>N</del>	Y
Other Rooms Needed	List other rooms being requested for use in the school				

(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)

Setup: 7am-9am. (require tech present from 8am-9am to go over audio/video and stage setup)  
Ceremony: 9am-12pm  
Cleanup: 12pm-1pm