

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 5TH 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.*

Add special instructions on each line or at bottom in the comments section

Name of Event: REACH EASTSIDE PERFORMING ARTS	Contact Name: KATHY GEHRIG
Date of Event: 6-14-18-11 PAC: IS	Contact Number: 2063535739
Description of Event: YEAR END RECITAL + TECH & DRESS	

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 (grand valanced w/false walls)	/	/	/	/
Podium	Identify which side of stage AT STAGE MGR PNL FOR PAPERWORK USE	(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	SY	SY	SY	SY
Shells	Associated Costs to public users	N	SY	SY	SY
Clouds	Associated Costs to public users	N	N	SY	SY
LIGHTING					
House/Lecture	Audience and apron lights only	Y	Y	Y	Y
Standard	AS IS when you enter PAC; 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 & genie lift	(SY)	SY	SY	SY
AUDIO					
Use of most items requires technician					
Choir Mic		2	2	0	2
Stage Monitor	NEED BOTH ON STAGE	(2)	4	4	3
Wireless Mic		(1)	2	3	1
Floor Mic		0	4	0	3
Directional Corded Mic	WOULD LIKE ALL 5 IN MIC STANDS	(5)	8	8	8
Communication Head-Sets		(6)	6	6	12
Projector (permanently mounted)	EPSON PowerLite 8300NL; User must bring in computer to project presentations	Front	Front	Front	Rear
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	Y
USER PROVIDED COMPUTER	No MAC Support				
CD Player		Y*	Y*	Y	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
Mic Stands		(3)	5	6	6
Music Stands	Must be Ordered; associated costs; in bulk of 30; 60 total; for community users only	SY	SY	SY	SY
Piano	Uprights only; associated costs-tuning fee to all (including visiting schools) except residing school	SY	SY	SY	SY
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; cover removal/installation	N	SY	SY	SY
Lobby		(Y)	N	N	Y
Other Rooms Needed	List other rooms being requested for use in the school				

*cannot accept MP3 formatted disks

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

NEED (3) 6' TABLES WITH 5 CHAIRS IN LOBBY FOR SELLING ITEMS (HALL) + TICKET TABLE

NEED PODIUM, MUSIC STAND OR TABLE AT STG. MGR PANEL FOR PAPERWORK USE WILL HAVE OWN AUDIO TECH, MAY HAVE LIGHTING TECH AS WELL.