

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

Complete this form by circling/highlighting the boxes in the **ROW** of equipment needed within the **COLUMN** of the school being used. If available, a 'Y' will be indicated, if not available 'N' is indicated. If a number is indicated it means that is the total number available at that school; circle and then make a note as to how many are actually needed.

**Add special instructions on each line or at bottom in the comments section** and turn in 30 days in advance of program. When a dollar sign is indicated it means there are associated costs for use. Email back to sender or fax to 425.456.4584.

Name of Event: <i>5<sup>th</sup> Grade Information Night</i>	Your Name: <i>Alex Herreid</i>
Date of Event: <i>1/13 and 1/14</i>	School: <i>International</i>
Contact Number: <i>425 753 4746</i>	
Description of Event: <i>Info night for potential new student</i>	

Add Comments in this column ↓

STAGE		IS	IHS	NHS	SHS
FULL STAGE Or		Y	Y	Y	Y
HALF STAGE Or	(From mid-traveler or center stage forward)	N	Y	Y	Y
APRON ONLY	(In front of Grand or main curtain only)	<u>Y</u>	Y	Y	Y
Grand Curtain Set	<b>Circle</b> one of the following: 1)Down & closed 2)Down & open 3)Stage Framed				
Podium	Identify which side of stage <i>Right</i>	<u>Y</u>	Y	Y	Y
Choir Risers		N	Y	Y	Y
Band Risers		N	Y	N	N
Platforms		N	N	N	Y
Shells	Associated Costs	N	\$Y	\$Y	\$Y
Clouds	Associated Costs	N	N	\$Y	\$Y

LIGHTING		IS	IHS	NHS	SHS
House/Lecture	Audience and apron only lights only <i>Focus R no srm</i>	<u>Y</u>	Y	Y	Y
Standard	Operated by User from panel	Y	Y	Y	Y
Custom	Requires Technician -- Specific; include info on spots & genie lift	\$Y	\$Y	\$Y	\$Y

AUDIO		IS	IHS	NHS	SHS
Use of most all items below requires a technician (\$ for public users)					
Choir Mic		2	2	0	2
Stage Monitor		4	4	4	4
Handheld Wireless Mic	<i>Room Side</i>	<u>1</u>	1	2	1
Lapel Wireless Mic		0	1	1	1
Countryman Wireless Mic		0	0	1	1
Floor Mic		0	4	0	3
Directional Mic		4	6	6	6
Instrument Mic		1	2	2	2
Communication Head-Sets		6	6	12	6

Projector (permanently mounted)	User must bring in computer to project presentations/dvds <i>Will bring laptop</i>	(Front)	Front	Front	Rear
Projection Screen	Permanently mounted in front of Grand or Main Curtain at all schools	<u>Y</u>	Y	Y	Y
CD Player		Y	Y	Y	Y
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
Mic Stands	<i>1 Room</i>	<u>Y</u>	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	\$Y	\$Y	\$Y	\$Y
Computer (User Provided)		N	N	N	N

Other		IS	IHS	NHS	SHS
"Green" Room	List items needed, i.e., tables, chairs <i>Overflow</i>	<u>Y</u>	Y	Y	Y
Ticket Booth		N	Y	Y	Y
Coat Room		N	N	N	Y
Orchestra Pit	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				

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

*6 Band chairs  
Band Room used for theater overflow -*

*Tech: Alex H*