

# BSD PAC EQUIPMENT FORM

Name of Event: <i>Teaching Academy</i>	Your Name: <i>Rick Kilcup</i>
Date of Event: <i>Tuesday, June 12th</i>	Contact Number: <i>425-351-2575</i>
Description of Event: <i>Graduation Ceremony for both 1st &amp; 2nd yr. students with refreshments afterwards.</i>	

## FORM DIRECTIONS:

Complete this form by checking all boxes required for event. Add special instructions on each line or at bottom and turn in 30 days in advance of program. Email back to sender or fax to 425.456.4584.

**KEY:**  
 If available, a 'Y' will be indicated, if not a 'N' is indicated;  
 If a number is indicated it means that is the total amount at that school;  
 When a dollar sign is indicated it means there are associated costs.

Add Comments in this column ↓		Indicate need here ↓	IS	IHS	NHS	SHS
<b>STAGE</b>						
FULL STAGE			Y	Y	Y	Y
HALF STAGE	<i>From mid-traveler forward</i>		N	Y	Y	Y
APRON ONLY	<i>In front of Grand curtain only</i>	X	Y	Y	Y	Y
Grand Curtain Set	<i>Down&amp;closed/down&amp;open/Framed</i>		Y	Y	Y	Y
Projection Screen	<i>Mounted in front of grand</i>	X	Y	Y	Y	Y
Podium	<i>Which side of stage Stage right</i>	X	Y	Y	Y	Y
Choir Risers			N	Y	Y	Y
Band Risers			N	Y	N	N
Platforms			N	N	N	Y
Shells	<i>Associated Costs</i>		N	\$Y	\$Y	\$Y
Clouds	<i>Associated Costs</i>		N	N	\$Y	\$Y
<b>LIGHTING</b>						
House/Lecture	<i>Audience and apron only</i>	X	Y	Y	Y	Y
Standard	<i>Operated by User from panel</i>		Y	Y	Y	Y
Custom	<i>Requires Technician -- Specific; include info on spots &amp; genie lift</i>		\$Y	\$Y	\$Y	\$Y
<b>AUDIO</b>						
<i>Use of most all items below requires a technician</i>						
Choir Mic			2	2	0	2
Stage Monitor			4	4	4	4
Handheld Wireless	<i>on podium</i>	X	1	1	2	1
Lapel Wireless			0	1	1	1
Countryman Wireless			0	1	1	1
Floor Mic	<i>on stands</i>	(3)	0	4	0	3
Directional Mic			2	6	6	6
Instrument Mic			1	2	2	2
Communication Head-Sets			6	6	12	6
Projector (permanently mounted)		X	Front	Front	Front	Rear
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			Y	Y	Y	Y
Piano	<i>Uprights only; flat use fee of \$120.00</i>		\$Y	\$Y	\$Y	\$Y
Computer (User Provided)			N	N	N	N
<b>Other</b>						
"Green" Room			Y	Y	Y	Y
Ticket Booth			N	Y	Y	Y
Coat Room			N	N	N	Y
Orchestra Pit	<i>Flat Fee of \$100.00 cover removal/installation</i>		N	\$Y	\$Y	\$Y
Lobby			Y	N	N	Y
Other Rooms Needed						

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

*will need to be able to connect my laptop to house sound to play music,  
 will also show slideshow from → Mac*

*Thanks*