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 and not known until we arrive.*

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

Name of Event: Carnegie Mellon Presentation		Day of Event Contact Name: Mike Kozak			
Date of Event: 10/2/12	PAC or Schl:	Day of Event Contact Number: 412-541-6099			
Description of Event: College Admissions Presentation including video					

	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 CLOSED Grand curtain- generally used for lectures)	Y	Y	Y	Y
Grand Curtain Set (how do you want the main curtain to look?)	CIRCLE ONE: 1)Down & closed 2)Down & open 3)Stage Framed (grand valanced at top w/false walls extended)	/	/	/	/
LIGHTING					
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 & gels a kit; COLORED GELS ARE USER PROVIDED	$Y	$Y	$Y	$Y
AUDIO					
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	(1)	2/3	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	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 8300NL; 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
USER MUST PROVIDE COMPUTER	No MAC Support		USER PROVIDED		
CD Player	*Cannot accept MP3 formatted disks	Y*	Y*	Y	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
Presentation -Video	Connection to computer for video sound		⊘		
ADDITIONAL OPTIONS					
Podium	Identify which side of stage L)C R To place lap top on	Y	(Y)	Y	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
Piano (Upright only)	Associated Costs to public users	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					
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
Lobby		Y	N	N	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)*

-1 table outside entrance to room for registration

-1 presenter in front of screen -no additional space needed

-will provide own laptops (Macs) and own support -will need standard VGA connection