

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: OLS Senior Presentation Night		Day of Event Contact Name: Cheryl Porter; Sheena Davis								
Date of Event: 06-16-2016	PAC or Schl: Bellevue HS PAC	Day of Event Contact Number: 425-501-5056; 206-910-7569								
Description of Event: Senior Presentation Night is a night where we invite friends, families, businesses and OLS supporters to celebrate our Senior Students' accomplishments and graduation. Students and internship businesses are featured on stage.										
		Add Comments in this column or at bottom ↓			BHS	IS	IHS	NHS	SHS	
STAGE										
FULL STAGE Or		Y	Y	Y	Y	Y				
HALF STAGE Or	(Mid-stage forward)	Y	N	Y	Y	Y				
APRON ONLY	(In front of CLOSED Grand curtain- generally used for lectures)	Y	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	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	Y				
Custom	Requires Technician -- Specific; include info on spots & genie lift; COLORED GELS ARE USER PROVIDED	\$Y	\$Y	\$Y	\$Y	\$Y				
AUDIO										
Use of most items requires technician										
Choir Microphones	hung at front of stage; used for choirs	0	0	2	0	2				
Wireless Microphones	Handheld/Lapel (or clip on)	3	1	2	2/3	1/0				
Floor Table Boundry Microphones	lays flat on floor or table; supercardioid condensor	0	0	2	3	3				
Vocal Instrument Microphones	Dynamic Supercardioid	8	4	6	7	13				
Mic Stands		8	3	4	7	8				
Monitors/Speakers	Generally used for musical feedback	2	2	4	4	3				
Communication Head-Sets (wired only)		4	6	6	6	12				
Projector (permanently mounted in front of screens)	EPSON PowerLite 8300NL; User must bring in computer to project presentations	Front	Front	Front	Front	Front				
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	Y	Y				
USER MUST PROVIDE COMPUTER	No MAC Support	USER PROVIDED								
CD Player	*Cannot accept MP3 formatted disks	Y	Y*	Y*	Y	Y*				
DVD Player		Y	Y	Y	N	N				
Assisted Listening Devices		Y	N	Y	Y	Y				
ADDITIONAL OPTIONS										
Podium	Identify which side of stage L C R (when looking at the stage)	Y	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	\$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	\$Y				
Piano (Upright only)	Associated Costs to public users	\$Y	\$Y	\$Y	\$Y	\$Y				
Shells	Associated Costs to public users	N	N	\$Y	\$Y	\$Y				
Clouds	Associated Costs to public users	Y	N	N	\$Y	\$Y				
Orchestra Pit	Associated Costs; cover removal/installation	\$Y	N	\$Y	\$Y	\$Y				
Other										
Locking Fly Rail	Requires Technician	Y	N	Y	Y	Y				
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	Y	Y	Y				
Ticket Booth		Y	N	Y	Y	Y				
Coat Room		N	N	N	N	Y				
Lobby		Y	Y	N	N	Y				
Other Rooms Needed	List other rooms being used in Additional Comments below									

(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)

STAGE: Curtain opened nearing the end of presentations when more students are asked to join on stage for the "passing of the torch"? Approximately 50 people. (Ideally 25 lined up from front of stage to back)
 LIGHTING: We would like for lights to be on as guests enter, and audience lights dim when program starts.
 ADDITIONAL OPTIONS: Mic and mic stand on each side of stage plus one wireless mic