

**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 5<sup>TH</sup> 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: <u>WSPTA Reflections Ceremony</u>	Day of Event Contact Name: <u>Amanda Starr</u>
Date of Event: <u>4/30/16</u> PAC or Schl: <u>Bellevue PAC</u>	Day of Event Contact Number: <u>253-330-0033 cell</u>
Description of Event: <u>2016 annual reflections awards ceremony for state winners.</u>	

Add Comments in this column or at bottom ↓		BHS	IS	IHS	NHS	SHS
<b>STAGE</b>						
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	<b>CIRCLE ONE:</b> 1) Down & closed 2) Down & open 3) Stage Framed (grand valanced at top w/ false walls extended)					
<b>LIGHTING</b>						
House/Lecture	Audience and apron lights only	Y	Y	Y	Y	Y
Standard	As is when you order PAC; no light adjustments. 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 & gels; COLORED GELS ARE USER PROVIDED	(SY)	SY	SY	SY	SY
<b>AUDIO</b>						
Use of most items requires technician						
Choir Microphones	hung at front of stage; used for choirs	0	0	2	0	2
Wireless Microphones	Handheld/Stage (or clip on)	(3)	1	2	2/3	1/0
Floor Table Boundary Microphones	lays flat on floor or table; supercardioid condensator	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
Projection Screen	Permanently mounted in front of main curtain at all schools	(Front) Y	Front Y	Front Y	Front Y	Front Y
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
<b>ADDITIONAL OPTIONS</b>						
Podium	Identify which side of stage L C R	(Y)	Y	Y	Y	Y
Music Stands	Must be Ordered; associated costs (delivery charge) for public users only; 4 sections, 3 risers/20 students per section – no backs	SY	SY	SY	SY	SY
Choir Risers	Must be Ordered; associated costs (delivery charge) for public users only; 4 sections, 3 risers/20 students per section – no backs	SY	SY	SY	SY	SY
Piano (Upright only)	Associated Costs to public users	SY	SY	SY	SY	SY
Shells	Associated Costs to public users	N	N	SY	SY	SY
Clouds	Associated Costs to public users	Y	N	N	SY	SY
Orchestra Pit	Associated Costs to public users	SY	N	SY	SY	SY
<b>Other</b>						
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)

In the lobby we will have visual art on display stands. can you provide the size or a diagram of the lobby square footage? Thanks