

# 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: <b>WATA</b>	Day of Event Contact Name: <b>SREEDHAR/REDDY</b>
Date of Event: <b>06/11/16</b>	PAC or Schl: <b>PAC</b>
Day of Event Contact Number: <b>4254491006 / 425999678</b>	
Description of Event: <b>MUSIC CONCERT</b>	

Add Comments in this column or at bottom ↓	BHS	IS	IHS	NHS	SHS
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STAGE		BHS	IS	IHS	NHS	SHS
FULL STAGE Or		Y	Y	<b>Y</b>	Y	Y
HALF STAGE Or	(Mid-stage forward)	Y	<b>N</b>	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?)	<b>CIRCLE ONE: 1)Down &amp; closed 2)Down &amp; open 3)Stage Framed (grand valanced at top w/false walls extended)</b>	/	/	/	/	/

LIGHTING		BHS	IS	IHS	NHS	SHS
House/Lecture	Audience and apron lights only	Y	Y	<b>Y</b>	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 & genre lift; COLORED GELS ARE USER PROVIDED	\$Y	\$Y	\$Y	\$Y	\$Y

AUDIO		Use of most items requires technician				
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Choir Microphones	hung at front of stage; used for choirs	0	0	<b>2</b>	0	2
Wireless Microphones	Handheld/Lapel (or clip on)	3	1	<b>2</b>	2/3	1/0
Floor Table Boundry Microphones	lays flat on floor or table; supercardioid condensor	0	0	<b>2</b>	3	3
Vocal Instrument Microphones	Dynamic Supercardioid	8	4	<b>6</b>	7	13
Mic Stands		8	3	<b>4</b>	7	8
Monitors/Speakers	Generally used for musical feedback	2	2	<b>4</b>	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	<b>Y</b>	Y	Y
<b>USER MUST PROVIDE COMPUTER</b>	No MAC Support	USER PROVIDED				
CD Player	*Cannot accept MP3 formatted disks	Y	Y*	Y*	Y	Y*
DVD Player		Y	Y	Y	<b>N</b>	<b>N</b>
Assisted Listening Devices		Y	<b>N</b>	Y	Y	Y

ADDITIONAL OPTIONS		BHS	IS	IHS	NHS	SHS
Podium	Identify which side of stage L C R	Y	Y	<b>Y</b>	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		BHS	IS	IHS	NHS	SHS
Locking Fly Rail	Requires Technician	Y	<b>N</b>	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	<b>Y</b>	Y	Y
Ticket Booth		Y	<b>N</b>	Y	Y	Y
Coat Room		<b>N</b>	<b>N</b>	<b>N</b>	<b>N</b>	Y
Lobby		Y	Y	<b>N</b>	<b>N</b>	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)

# Banquets at Interlake High School

How many of each item do you need for your setup?  
Use the symbols below on the map shown on the reverse

Group Name	<u>WATA</u>
Headcount	<u>350</u>

Item Description	Number of items
Round Tables <input type="radio"/>	<u>2 - Enter theater</u>
Banquet / Serving Tables <input type="checkbox"/>	<u>5 - Enter Commons</u>
Chairs <input checked="" type="checkbox"/>	<u>100</u>
Number of trash cans <input checked="" type="checkbox"/>	<u>5:30 Show start</u>
Accessibility to outlets <input type="checkbox"/>	<u>7:00-8:00 Dinner</u>
Screen for slide show (no projectors offered to Class 3 and Class 4 groups)	<u>8:00-10:00 Show 2nd 1/2</u>
Food being served?	<u>10-11 Cleanup</u> (Yes/No)
How many meals being served? (ie: appetizers before show, meal afterwards)	(Yes/No) What? <u>350</u>
Is the food being catered? Which company?	(Yes/No) Company? <u>MAYORS</u>
Does the caterer have any special setup needs?	Yes/No <u>(425) 802-0219</u>
For drinks, can you bring prepared punches or ready to plug in coffee carafes to avoid use of school kitchen areas?	Yes/No
What is your agenda for the evening? Do you have any special needs for the custodian to have set up for you at specific times?	Yes/No <u>Please attach agenda</u>

For a successful evening, building users are reminded to:

- Have your coordinator visit the school a couple of weeks before the event to finalize the setup map (shown on reverse)
- Know where the outlets are so that you are prepared to bring power cords/surge protectors for your electrical needs
- Bring table coverings for easy cleanup at the end of the evening
- Communicate to group that food is only allowed in Commons area, main foyer and gym foyer.
- Come prepared with the following service items
  - Serving utensils and service ware
  - Hand trucks/carts
  - Cleaning supplies (sanitary wipes, paper towels, etc.)
- Food serving should stop 1 hour before event ends.
- For large banquets, expect that there will be stacks of chairs set up for last minute guests. This will allow guests to take a chair if they need it, but we also expect that the group as a whole will help put those chairs away.
- Remove large trash items like boxes, drink bottles/jugs/cartons from premises
- Have your coordinator walk through the Commons right before leaving to make sure it is ready for the Monday 6:30 am Interlake student breakfast morning meal use.