

**PAC EQUIPMENT FORM; Directions for use (please read):**

Send to PAC Coordinator within 5 days of Facility App submission - fax: 425-456-4384 OR 12937 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 'SY'. 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.

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

Name of Event: <u>End of year - Celebrations</u>		Day of Event Contact Name: <u>Sera Lee</u>			
Date of Event: <u>6 / 3 / 2016</u> PAC or Schl:		Day of Event Contact Number: <u>206 - 234 - 7987</u>			
Description of Event: <u>Choir, dance, playing instruments, Taekwondo, etc.</u>					
Add Comments in this column or at bottom ↓					
<b>STAGE</b>					
FULL STAGE Or		Y	Y	(Y)	Y
HALF STAGE Or	(Add-stage forward)	N	Y	Y	Y
APRON ONLY	(In front of CLOSED Grand curtains- generally used for lectures)	Y	Y	Y	Y
Grand Curtain Set	CIRCLE ONE: 1) Down & closed 2) Down & open 3) Stage Framed (grand valance at top w/size wall extended)				
(Do you want the main curtain to lock?)					
<b>LIGHTING</b>					
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 -- Specify: include info on spots & zone W/ COLORED GELS ARE USER PROVIDED	SY	SY	SY	SY
<b>AUDIO</b>					
Use of most items requires technician					
Choir Microphones	hung at front of stage used for choir	0	2	0	2
Wireless Microphones	Handheld/Lapel (or clip on)	1	2	(2/3)	1/0
Floor/Table/Boundary Microphones	lays flat on floor or table; supercardioid; condenser	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	(8)	12
Projector (permanently mounted in front of screen)	EPSON PowerLite 8000H; 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				Circle here	
CD Player	*Cannot accept MP3 formatted disks	Y*	Y*	(Y)	Y*
DVD Player		Y	Y	N	N
Assisted Listening Device		N	Y	(Y)	Y
<b>ADDITIONAL OPTIONS</b>					
Podium	Identify which side of stage L C R	Y	Y	Y	Y
Music Stands	Must be Ordered; associated costs (delivery charge) for users only; in bulk of 30; 80 total	SY	SY	SY	SY
Choir Risers	Must be Ordered; associated cost (delivery charge) for public users only; 4 sections; 3 risers/20 students per section - no backs	SY	SY	(SY)	SY
Shells	Associated Costs to public users	N	SY	SY	SY
Clouds	Associated Costs to public users	N	N	SY	SY
Orchestra Pit	Associated Costs; cover removal/installation	N	SY	SY	SY
Other					
Locking Fly Rail	Requires Technician	N	Y	(Y)	Y
"Green" Room	Use items needed, i.e. (circled) 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				

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

- In the beginning of the performance,
1. the screen will be down, the highest position.
  2. ~~X~~ 5 risers (standard #) will be on the stage, below the screen 1' ahead.  
7 risers (2 additional #)

