

6/6/16

Modified Form - Job # BUA 192822
 - See Form from Early May.

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 '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.

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

Name of Event: <u>Senior Celebration</u>		Day of Event Contact Name: <u>Donna Lynn Thomas</u>	
Date of Event: <u>June 12, 2016</u>		Day of Event Contact Number: <u>(425) 443-1741</u>	
Description of Event: <u>Annual event for graduating seniors, their families staff and faculty. Open and no charge to guests.</u>			
Add Comments in this column or at bottom			
STAGE			
FULL STAGE Or		Y	Y
HALE STAGE Or	(mid-stage forward)	Y	N
<u>APRON ONLY</u>	(in front of CLOSED Grand curtain- generally used for lectures)	Y	Y
Grand Curtain Set	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
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
Custom	Requires Technician -- Specify: include info on spots & gels (if); COLORED GELS ARE USER PROVIDED	SY	SY
AUDIO			
Use of most items requires technician			
Choir Microphones	hung at front of stage; used for choirs	0	0
Wireless Microphones	Handheld/Lapel (or clip on)	3	1
Floor Table Boundary Microphones	lays flat on floor or table; supercardioid condensor	0	0
Vocal Instrument Microphones	Dynamic Supercardioid	8	4
<u>Mic Stands</u>	<u>4 PODIUM, 3 SINGERS @ PIANO</u>	8	3
Monitors/Speakers	Generally used for musical feedback	2	2
Communication Head-Sets (wired only)	<u>2</u>	4	6
<u>Projector</u> (permanently mounted in front of screens)	EPSON PowerLite 8300NL; User must bring in computer to project presentations	Front	Front
<u>Projection Screen</u>	Permanently mounted in front of main curtain at all schools <u>VIDEO BEING SHOWN</u>	Y	Y
USER PROVIDED			
<u>CD Player</u>	* Cannot accept MP3 formatted disks	Y	Y*
DVD Player		Y	Y
Assisted Listening Devices		Y	N
ADDITIONAL OPTIONS			
<u>Podium</u>	Identify which side of stage <u>XO SR</u>	Y	Y
Music Stands	Must be Ordered; associated costs (delivery charge) for users only; in bulk of 30; 60 total	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
<u>Piano</u> (with keyboard)	Associated Costs to public users <u>BAD GRAND APPROVD SL</u>	SY	SY
Shells	Associated Costs to public users	N	N
Clouds	Associated Costs to public users	Y	N
Orchestra Pit	Associated Costs; cover removal/installation	SY	N
Other			
Locking Fly Rail	Requires Technician	Y	N
"Green" Room	List items needed, i.e., tables, chairs	Y	Y
Ticket Booth		Y	N
Coat Room		N	N
Lobby		Y	Y
Other Rooms Needed	<u>Atrium - Reception</u> List other rooms being used in Additional Comments below	Y	N

(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)

Technicians Needed - please

call Contact person - Donna Lynn Thomas @ 425 443.1741

APRON ~~table~~ set-up required - ^(KEYBOARD) Piano w/ 3 mics for 3 singers ⁽²⁾ Audio for loop equipment and 2 mics ⁽³⁾ Podium with mic for speakers ⁽⁴⁾ Video screen lowered with projector for Senior Memory Video. ⁽⁵⁾ Lighting for 3 performance areas on stage. No lighting for video!