

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

Complete this form: CIRCLE the boxes in the **ROW** of equipment needed within the **COLUMN** of the school being used.

If available, a 'Y' will be indicated, associated costs are indicated with '\$Y'. If it is not available 'N' is indicated. 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.*

**Add special instructions on each line or at bottom in the comments section** and turn in 30 days prior to program. Fax to 425-456-4584.

Name of Event: <b>SENIOR REFLECTIONS</b>	Contact Name: <b>LEIGHANN MOKE</b>
Date of Event: <b>4/6</b>	PAC: <b>SHS</b>
Description of Event: <b>SPEAKERS, VOCALISTS, INSTRUMENTALS &amp; VIDEO</b>	
Contact Number: <b>425883-1445</b>	

Add Comments in this column or at bottom ↓		IS	IHS	NHS	SHS
<b>STAGE</b>					
FULL STAGE Or		Y	Y	Y	Y
HALF STAGE Or	(Mid-stage forward) <b>VALANCE GRAND CURTAIN</b>	N	Y	Y	Y
APRON ONLY	(In front of Grand curtain- generally used for lectures)	Y	Y	Y	Y
Grand Curtain Set	Circle one of the following: 1)Down & closed 2)Down & open 3)Stage Framed	/	/	/	/
Podium	Identify which side of stage	Y	Y	Y	Y
Choir Risers	Associated Costs & for public users only; Must be Ordered; 4 sections, 3 risers/20 students per section - no backs	\$Y	\$Y	\$Y	\$Y
Shells	Associated Costs to public users	N	\$Y	\$Y	\$Y
Clouds	Associated Costs to public users	N	N	\$Y	\$Y
<b>LIGHTING</b>					
House/Lecture	Audience and apron only lights only	Y	Y	Y	Y
Standard	Can be operated by User from panel <b>SET IT + FORGET IT (NO CHANGES)</b>	Y	Y	Y	Y
Custom	Requires Technician -- Specific; include info on spots & genie lift	\$Y	\$Y	\$Y	\$Y
<b>AUDIO</b>					
Use of most all items below requires a technician (\$ for public users)					
Choir Mic	<b>LEFT DOWN FOR ENTIRE PROGRAM</b>	2	2	0	2
Stage Monitor	<b>POSSIBLY ONE SO VOCALISTS CAN HEAR THEMSELVES</b>	4	4	4	4
Wireless Mic		1	2	3	2
Floor Mic	<b>FOR ENTIRE PROGRAM</b>	0	4	0	3
Directional Corded Mic	<b>NEED AT LEAST 2 ONE FOR PODIUM + ONE XTRA</b>	5	8	8	8
Communication Head-Sets	<b>NEED AT LEAST 2 HEAD-SETS</b>	6	6	12	6
Projector (permanently mounted)	User must bring in computer to project presentations/dvds <b>W/SOUND!!</b>	Front	Front	Front	Rear
Projection Screen	Permanently mounted in front of Grand or Main Curtain at all schools	Y	Y	Y	Y
CD Player		Y*	Y*	Y	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
Mic Stands	<b>FOR CORDED MIC'S</b>	Y	Y	Y	Y
Music Stands	Must be Ordered - in bulk of 30; 60 total; for public users only	Y	Y	Y	Y
Piano	Uprights only; flat use fee of \$120.00 (tuning costs) to all except residing school <b>POSSIBLY</b>	\$Y	\$Y	\$Y	\$Y
"Green" Room	List items needed, i.e., tables, chairs <b>Other 1 TABLE + some chairs</b>	Y	Y	Y	Y
Ticket Booth	<b>REFRESHMENTS + FINGER FOODS</b>	N	Y	Y	Y
Coat Room		N	N	N	Y
Orchestra Pit	Associated Cost Flat Fee of \$100.00 cover removal/installation	N	\$Y	\$Y	\$Y
Lobby	<b>TABLES</b>	Y	N	N	Y
Other Rooms Needed	List other rooms being used <b>COMMONS/CAFE</b>				

\*cannot accepted MP3 formatted disks

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

**Screen Key** to use for RAISING + LOWERING 3/4 X's.  
**6 6' TABLES** L-SHAPED IN LOBBY IN FRONT OF TICKET BOOTH  
**COMMONS/CAFE** w/ROUNDS BEING USED