

PAC EQUIPMENT FORM

EVENT INFORMATION					
Name Of Event:	Odle Dec. concert		Contact Name:	Sarah Fowler	
Date Of Event:	Dec. 15	Today's Date:	Sept. 8	Contact Number:	X7698

FORM DIRECTIONS		
Complete this form by clicking all boxes required for event. E-mail back to sender.		
STAGE		COMMENTS/Amount Requested
Full Stage	<input type="checkbox"/>	
Half Stage (from Mid-Traveler forward)	x <input type="checkbox"/>	
Grand Curtain (aka Main Red Curtain)	x <input type="checkbox"/>	Indicate need: open/closed/up/down Or stage framed
Apron Only	<input type="checkbox"/>	in front of Grand Curtain w/Grand Curtain closed
Fly System (bringing 'up/down' curtains or scene sets, etc.)	<input type="checkbox"/>	Requires Stage Hand
Projection Screen	<input type="checkbox"/>	
Podium	<input type="checkbox"/>	
(4) Choir Risers (w/approval only; include # needed)	3 <input type="checkbox"/>	
(3) Platforms 4'wx8'lx6"h	<input type="checkbox"/>	
Shells & Clouds	x <input type="checkbox"/>	Additional cost of \$200.00 for set-up
LIGHTING		
House/Lecture (audience & apron only)	<input type="checkbox"/>	
Standard (operated by user from sliders on panel)	<input type="checkbox"/>	
Custom (full stage; specific; include spots & Genie if needed)	<input type="checkbox"/>	Requires Lighting Tech
AUDIO		
Use of the following REQUIRES an Audio Technician:		
<input type="checkbox"/> CD Player		<input type="checkbox"/> DVD Player (user provided)
x <input type="checkbox"/> (3) Floor Mic		<input type="checkbox"/> Computer (user provided)
<input type="checkbox"/> (4) Stage Monitor	#	<input type="checkbox"/> (2) Hanging Choir Mic
<input type="checkbox"/> (1) Wireless Lapel Mic	#	<input type="checkbox"/> Assisted Listening Devices
<input type="checkbox"/> (1) Wireless Hand Held Mic	#	<input type="checkbox"/> Communication Head Sets
<input type="checkbox"/> (6) Directional Hand Held Mic	#	<input type="checkbox"/> Projector* (projects from rear only; wireless)
OTHER		
Piano (only if available from music dept.)	x <input type="checkbox"/>	Upright Only Additional cost of \$120.00
Orchestra Pit (note number of chairs/stands needed)	<input type="checkbox"/>	Additional cost of \$100.00 for cover removal
"Green Room" (Performers Dressing rooms)	x <input type="checkbox"/>	(must be checked if needed)
Ticket Booth	<input type="checkbox"/>	(must be checked if needed)
Coat Room	<input type="checkbox"/>	(must be checked if needed)
Lobby (limit tables to 3/ note number of chairs, etc. needed)	<input type="checkbox"/>	(must be checked if needed, add number of tables etc. that are needed in this area)

Additional Comments-please be as specific as possible, we will be using this to support your event:We don't need anything different than how the stage/sound will be set up for the SHS concert. Thank you!