

PAC EQUIPMENT FORM; Directions for use (please read):
Return to PAC Coordinator within 5 days of submittal – fax 425-456-4584 OR
12037 NE 5TH Street, Bellevue WA 98005

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

Name of Event: <i>Cherry Crest Talent Show</i>	Contact Name: <i>Martin Cordell</i>
Date of Event: <i>6-1-11</i>	PAC: <i>SHS</i>
Description of Event: <i>Cherry Crest Talent Show with music, dance, singing, stage performance</i>	
Contact Number: <i>Cell: 425-220-8678 / School: 425-456-4900</i>	

Add Comments in this column or at bottom		IS	IHS	NHS	SHS
STAGE					
FULL STAGE Or		Y	Y	Y	(Y)
HALF STAGE Or	(Mid-stage forward)	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
LIGHTING					
House/Lecture	Audience and apron only lights only	Y	Y	Y	Y
Standard	Can be operated by User from panel	Y	Y	Y	Y
Custom	Requires Technician -- Specific; include info on spots & genie lift	\$Y	\$Y	\$Y	(\$Y)
AUDIO					
Use of most all items below requires a technician					
Choir Mic		2	2	0	(2)
Stage Monitor		4	4	4	(4)
Wireless Mic		1	2	3	(2)
Floor Mic		0	4	0	(3)
Directional Corded Mic		5	8	8	(8)
Communication Head-Sets		6	6	12	(6)
Projector (permanently mounted)	User must bring in computer to project presentations/dvds	Front	Front	Front	Rear
Projection Screen	Permanently mounted in front of 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		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	\$Y	\$Y	\$Y	(\$Y)
Other					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	Y	Y
Ticket Booth		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		Y	N	N	(Y)
Other Rooms Needed	List other rooms being used				

*cannot accepted MP3 formatted disks

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

• Would like a sound and light technician 5:30pm