

**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 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.

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

Name of Event: <i>Education Showcase</i>		Contact Name: <i>Natasha Ninano</i>			
Date of Event: <i>03/23/11</i>	PAC: <i>SHE</i>	Contact Number: <i>425-442-5744</i>			
Description of Event: <i>Free event that provides an opportunity for parents, teachers, &amp; community members to learn about district schools, trends in K-12 education &amp; concepts related to student learning.</i>		Add Comments in this column or at bottom ↓			
<b>STAGE</b>					
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 Cost- \$ by public users only; Must be Ordered; 4 sections, 3 riser/20 students per section - no back	SY	SY	SY	SY
Shells	Associated Costs to public users	N	SY	SY	SY
Clouds	Associated Costs to public users	N	N	SY	SY
<b>LIGHTING</b>					
House/Lecture	Audience and apron lights ONLY	Y	Y	Y	Y
Standard	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 apron lighting kit	SY	SY	SY	SY
<b>AUDIO</b>					
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	6	12
Projector (permanently mounted)	EPSON PowerLite 8000R; User must bring in computer to project presentations	Front	Front	Front	Rec'd
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	Y
USER PROVIDED COMPUTER	No MAC Support				
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 - 10 bulk of 80; 60 total; for public users only	Y	Y	Y	Y
Piano	Upright only; flat use fee of \$120.00 (travel costs) to all (including visiting schools) except residing school	SY	SY	SY	SY
<b>Other</b>					
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/maintenance	N	SY	SY	SY
Lobby		Y	N	N	Y
Other Rooms Needed	List other rooms being requested for use in the school				

\*cannot accept MP3 formatted disks

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

- This presentation will consist of 3 panelists and a Master of Ceremonies (MC) who will be Dr. Cudiero.
- I do not yet know if the panelists will be seated & will therefore need a table top mic stand.
- I also do not yet know if there will be powerpoint presentation thereby needing projection & screen, full or half

stage. Sorry.