

**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 '\$Y'. 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>The Little Match Girl</i>	Contact Name: <i>Mary Ellen Hundley</i>
Date of Event: <i>3/19 - 3/20</i> PAC: <i>SHS</i>	Contact Number: <i>425.455.1345</i>
Description of Event: <i>Dress rehearsal (Sat) and 2 performances (Sun 1:30 + 5:30) of children's ballet performed by our student division, Ballet Petit</i>	

Add Comments in this column or at bottom		IS	MS	MS	SHS
<b>STAGE</b>					
FULL STAGE Or		Y	Y	Y	(Y)
HALF STAGE Or	(1/2 stage forward)	X	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 Flathead				
Podium	Identify which side of stage	Y	Y	Y	Y
Choir Risers	Associated Costs to public users	\$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 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 spec & price list	\$Y	\$Y	\$Y	(\$Y)
<b>AUDIO</b>					
Use of any/all items below requires a technician					
Choir Mic		2	2	0	2
Stage Monitor	<i>four</i>	4	4	4	(4)
Wireless Mic	<i>one</i>	1	2	5	(2)
Floor Mic		0	4	0	3
Directional Corded Mic	<i>one</i>	5	8	8	(8)
Communication Head-sets	<i>five</i>	6	6	6	(12)
Projector (permanently mounted)	EPSON PowerLite 8400N; User must bring in computer to project presentations	Front	Front	Front	Rear
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	Y
USER PROVIDED COMPUTER	No Wi-Fi Support				
CD Player		Y	Y	Y	(Y)
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	(Y)
Mic Stands	<i>one</i>	Y	Y	Y	(Y)
Music Stands	Minimum Ordered - in bulk of 30; 50 total for public users only	Y	Y	Y	Y
Piano	Uprights only; flat use fee of \$120.00 (tuning costs) to all (including visiting schools) except resident school	\$Y	\$Y	\$Y	\$Y
<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/installation	N	\$Y	\$Y	\$Y
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)