

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 5TH 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: end of the year performance Kindergarten Graduation
 Date of Event: _____ PAC: _____ Contact Name: GAIL Domingas
 Contact Number: 425-455-1211

Description of Event:
for Cedar Crest Academy

Add Comments in this column or at bottom		IS	MIS	NIS	SIS
STAGE					
FULL STAGE Or		Y	Y	Y	Y
HALF STAGE Or	(1/2 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 (grand valanced w/ false walls)				
Podium	Identify which side of stage <u>- left</u>	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
LIGHTING					
House/Lecture	Audience and apron lights only	Y	Y	Y	Y
Standard	AS IS when you enter PAC; Can be operated by User from panel or turned on at start of program and left.	Y	Y	Y	Y
Custom	Requires Technician - Specific include info on specs & price list	\$Y	\$Y	\$Y	\$Y
AUDIO					
Use of these items requires technician					
Choir Mic		2	2	0	2
Stage Monitor		2	4	4	3
Wireless Mic		1	2	3	1
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 E330N1; 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 MAC Support				
CD Player		Y*	Y*	Y	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
Mic Stands		3	5	6	6
Music Stands	About 200 standard; associated cost at back of bin optional for community users only	\$Y	\$Y	\$Y	\$Y
Piano	Uprights only; associated costs-booking fee in OR (including visiting schools) except raising school	\$Y	\$Y	\$Y	\$Y
Other					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	1st items needed: La., tables, chairs	Y	Y	Y	Y
Ticket Booth		N	Y	Y	Y
Coat Room		N	N	N	Y
Orchestra Pit	Associated Costs when not in use	N	\$Y	\$Y	\$X
Lobby		Y	N	N	Y
Other Rooms Needed	List other rooms being requested for use in this school				

*cannot accept MP3 formatted disks

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