

## PAC EQUIPMENT FORM

EVENT INFORMATION			
Name Of Event:	Choir Recording	Contact Name:	
Date Of Event:	4/23	Today's Date:	Contact Number:

### FORM DIRECTIONS

Complete this form by clicking all boxes required for event. E-mail back to sender.

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