

**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: <u>Bellevue Children's Academy</u>	Contact Name: <u>Yuka Shimizu</u>
Date of Event: <u>6/5/11</u>	PAC: <u>SHS</u>
Description of Event: <u>SINGING BY CHILDREN</u>	
Contact Number: <u>(425) 785-4552 (Cell)</u> <u>(425) 649-0791</u>	

Add Comments in this column or at bottom ↓		IS	IHS	NHS	SHS
<b>STAGE</b>					
FULL STAGE Or		Y	Y	Y	<u>Y</u>
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 (grand valanced w/false walls)				
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	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	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	<u>Y</u>
Custom	Requires Technician -- Specific; include info on spots & genie lift	\$Y	\$Y	\$Y	\$Y
<b>AUDIO</b>					
Use of most 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	<u>8</u>
Communication Head-Sets		6	6	6	12
Projector (permanently mounted)	EPSON PowerLite 8300N1; User must bring in computer to project presentations	Front	Front	Front	<u>Rear</u>
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	<u>Y</u>
USER PROVIDED COMPUTER	No MAC Support				
CD Player		Y*	Y*	Y	<u>Y*</u>
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
Mic Stands		3	5	6	6
Music Stands	Must be Ordered; associated costs; in bulk of 30; 60 total; for community users only	\$Y	\$Y	\$Y	\$Y
Piano	Uprights only; associated costs-tuning fee to all (including visiting schools) except residing school	\$Y	\$Y	\$Y	<u>\$Y</u>
<b>Other</b>					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	Y	<u>Y</u>
Ticket Booth		N	Y	Y	Y
Coat Room		N	N	N	Y
Orchestra Pit	Associated Cost; cover removal/installation	N	SY	SY	SY
Lobby		Y	N	N	<u>Y</u>
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)