

**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: <b>Rally for KEGOP</b>		Contact Name: <b>Jill Fagan</b>			
Date of Event: <b>June 8</b>		PAC: <b>Samammish</b>		Contact Number: <b>209.361.3771</b>	
Description of Event:					
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 (grand valenced w/false walls)	Y	Y	Y	(Y)
Podium	Identify which side of stage	Y	Y	Y	(Y)
Choir Risers	Associated Costs to public users	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	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 - Specify include info on specs & galleys	SY	SY	SY	SY
<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	(7)
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 8300N; 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	(Must be ordered; associated costs in bulk of 30; \$0 total for community users only)	SY	SY	SY	SY
Piano	Uprights only; associated costs-tuning fee to all (including visiting schools) except resident 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 Costs cover removal/installation	N	SY	SY	SY
Lobby		Y	N	N	(Y)
Other Rooms Needed	List other rooms being requested for use in the school				

1 see below

2 see below

3 see below

\*cannot accept MP3 formatted disks  
 Additional Comments: (please be as specific as possible, we will be using this to support your event)

1 We want the podium center stage ~~and~~ prefer it have wheels.

2 We want to be sure we have the best lighting for the Apron set-up, but we also need the house lights up.

3 We need a wireless mic on the podium and 2 lavalier mics for other speakers. ONLY ONE FOUND

ACCESS TO INTERNET HAS BEEN GRANTED - FIND INFO ON CALENDAR NOTES.