

PAC EQUIPMENT FORM

EVENT INFORMATION					
Name Of Event:	Concert on Lawn		Contact Name:	Sarah Fowler	
Date Of Event:	6/3/10	Today's Date:	9/11/09	Contact Number:	x7698

FORM DIRECTIONS					
Complete this form by clicking all boxes required for event. E-mail back to sender.					
STAGE		COMMENTS/Amount Requested			
Full Stage	<input type="checkbox"/>				
Half Stage (from Mid-Traveler forward)	<input checked="" type="checkbox"/>				
Grand Curtain (aka Main Red Curtain)	<input checked="" type="checkbox"/>	Indicate need: open/closed/up/down Or stage framed			
Apron Only	<input type="checkbox"/>	in front of Grand Curtain w/Grand Curtain closed			
Fly System (bringing 'up/down' curtains or scene sets, etc.)	<input type="checkbox"/>	Requires Stage Hand			
Projection Screen	<input type="checkbox"/>				
Podium	<input type="checkbox"/>				
(4) Choir Risers (w/approval only; include # needed)	<input checked="" type="checkbox"/>				
(3) Platforms 4'wx8'lx6"h	<input type="checkbox"/>				
Shells & Clouds	<input type="checkbox"/>	Additional cost of \$200.00 for set-up			
LIGHTING					
House/Lecture (audience & apron only)	<input type="checkbox"/>				
Standard (operated by user from sliders on panel)	<input checked="" type="checkbox"/>				
Custom (full stage; specific; include spots & Genie if needed)	<input type="checkbox"/>	Requires Lighting Tech			
AUDIO					
Use of the following REQUIRES an Audio Technician:					
<input type="checkbox"/> CD Player	<input type="checkbox"/>	<input type="checkbox"/> DVD Player (user provided)			
<input checked="" type="checkbox"/> (3) Floor Mic	3	<input type="checkbox"/> Computer (user provided)			
<input checked="" type="checkbox"/> (4) Stage Monitor	#4	<input type="checkbox"/> (2) Hanging Choir Mic			
<input type="checkbox"/> (1) Wireless Lapel Mic	#	<input type="checkbox"/> Assisted Listening Devices			
<input type="checkbox"/> (1) Wireless Hand Held Mic	#	<input type="checkbox"/> Communication Head Sets			
<input checked="" type="checkbox"/> (6) Directional Hand Held Mic	#20	<input type="checkbox"/> Projector (projects from rear only; wireless)			
OTHER					
Piano (only if available from music dept.)	<input checked="" type="checkbox"/>	Upright Only	Additional cost of \$120.00		
Orchestra Pit (note number of chairs/stands needed)	<input type="checkbox"/>	Additional cost of \$100.00 for cover removal			
"Green Room" (Performers Dressing rooms)	<input checked="" type="checkbox"/>	(must be checked if needed)			
Ticket Booth	<input type="checkbox"/>	(must be checked if needed)			
Coat Room	<input checked="" type="checkbox"/>	(must be checked if needed)			
Lobby (limit tables to 3/ note number of chairs, etc. needed)	<input checked="" 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: