

**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 98003

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 and not known until we arrive.

Add special instructions on each line or at bottom in the comments section

|  |  |   |       |       |       |
|--|--|---|-------|-------|-------|
| Name of Event: <b>ACE Kick-off</b>   |  | Day of Event Contact Name: <b>Orfanisa McDonald</b> |       |       |       |
| Date of Event: <b>Oct 24, 11</b> PAC or Sch: <b>PAC</b>  |  | Day of Event Contact Number: <b>425 456 7637</b>    |       |       |       |
| Description of Event: <b>ACE is an free internship for SHS students. Students from SHS (Hoher HS) meet with mentors.</b> |  |   |       |       |       |
| Add Comments in this column or at bottom ↓   |  | IS  | IHS   | NHS   | SHS   |
| <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 <u>CLOSED</u> Grand curtain- generally used for lectures)   | Y   | Y     | Y     | Y     |
| Grand Curtain Set<br>(How do you want the main curtain to look?)   | <b>CIRCLE ONE: 1) Down &amp; closed 2) Down &amp; open 3) Stage Framed (grand valanced at top w/false walls extended)</b>          |   |       |       |       |
| <b>LIGHTING</b>  |  |   |       |       |       |
| House/Lecture  | Audience and apron lights only   | Y   | Y     | Y     | Y     |
| Standard   | AS IS when you enter PAC; no light adjustment; 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 # Fo on spots & genie !!; COLORED GELS ARE USER PROVIDED                                    | \$Y   | \$Y   | \$Y   | \$Y   |
| <b>AUDIO</b>   |  |   |       |       |       |
| Use of most items requires technician  |  |   |       |       |       |
| Choir Microphones  | hung at front of stage; used for choirs  | 0   | 2     | 0     | 2     |
| Wireless Microphones   | Handheld/wafer (or clip on)  | <del>0</del>  | 2     | 2/3   | 1/0   |
| Floor   Table   Boundary Microphones   | lays flat on floor or table; supercardioid/condensor   | 0   | 2     | 3     | 5     |
| Vocal   Instrument Microphones   | Dynamic   Supercardioid  | 4   | 6     | 7     | 13    |
| Mic Stands   |  | 3   | 4     | 7     | 8     |
| Monitors/Speakers  | Generally used for musical feedback  | 2   | 4     | 4     | 3     |
| Communication Head-Sets (wired only)   |  | 6   | 6     | 6     | 12    |
| Projector (permanently mounted in front of screen)   | EPSON PowerLite 8300NL; User must bring in computer to project presentations   | Front   | Front | Front | Front |
| Projection Screen  | Permanently mounted in front of main curtain at all schools  | Y   | Y     | Y     | Y     |
| USER MUST PROVIDE COMPUTER   | No MAC Support   | Circle here   |       |       |       |
| CD Player  | *Cannot accept MP3 formatted disks   | Y*  | Y*    | Y     | Y*    |
| DVD Player   |  | Y   | Y     | N     | N     |
| Assisted Listening Devices   |  | N   | Y     | Y     | Y     |
| <b>ADDITIONAL OPTIONS</b>  |  |   |       |       |       |
| Podium   | Identify which side of stage L C R   | Y   | Y     | Y     | Y     |
| Music Stands   | Must be Ordered; associated costs (delivery charge) for users only; in bulk of 30; 60 total  | \$Y   | \$Y   | \$Y   | \$Y   |
| Choir Risers   | Must be Ordered; associated costs (delivery charge) for public users only; 4 sections, 3 risers/20 students per section - no backs | \$Y   | \$Y   | \$Y   | \$Y   |
| Shells   | Associated Costs to public users   | N   | \$Y   | \$Y   | \$Y   |
| Clouds   | Associated Costs to public users   | N   | N     | \$Y   | \$Y   |
| Orchestra Pit  | Associated Costs; cover removal/Installation   | N   | \$Y   | \$Y   | \$Y   |
| <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     |
| Lobby  |  | Y   | N     | N     | Y     |
| Other Rooms Needed   | List other rooms being requested for use in the school   |   |       |       |       |

(gen used for musical feedback) \*Cannot accept MP3 formatted disks

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