

**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 and not known until we arrive.

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

Name of Event: <b>KAW NEW YEAR / XMAS EVENT</b>	Day of Event Contact Name: <b>JAYASHEE PILLAYODE</b>
Date of Event: <b>01/17/2012</b> PAC or Schl: <b>SHS</b>	Day of Event Contact Number: <b>(425) 829-6435</b>
Description of Event: <b>KAW NEW YEAR / CHRISTMAS EVENT GROUP SONGS / SKIT ETC.</b>	

STAGE		SHS	SHS
FULL STAGE OR		Y	(Y)
APRON ONLY	(In front of CLOSED Grand curtain- generally used for lectures)	Y	Y
LIGHTING			
House/Lecture	Audience and apron lights only	Y	(Y)
Custom	Requires Technician - Specific include info on spots & genre etc COLORED GELS ARE USER PROVIDED	\$Y	\$Y
AUDIO			
Choir Microphones	hung at front of stage; used for choirs	2	(2)
Floor/ Table/ Boundry Microphones	lays flat on floor or table; supercardoid/ condenser	2	(0)
Mic Stands		6	(3)
Communication Head-Sets (wired only)		4	(8)
Projection Screen	Permanently mounted in front of main curtain at all schools <b>(ONLY AT THE START OF</b>	4	(3)
CD Player	*cannot accept MP3 formatted disks	6	(12)
Assisted Listening Devices		Front	Front
		Y	(Y)
ADDITIONAL OPTIONS			
Podium	Identify which side of stage <b>(LCB)</b>	Y	Y
Choir Risers	Must be Ordered; associated costs (primary charge) for public users only; 4 sections, 3 risers/20 students per section - no back	\$Y	\$Y
Clouds	Associated Costs to public users	\$Y	\$Y
Other		N	\$Y
"Green" Room	List items needed, i.e., tables, chairs <b>2 chairs</b>	Y	Y
Coat Room		Y	(Y)
Other Rooms Needed	List other rooms being requested for use in the school	N	(Y)

(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)**