

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 5TH 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: <u>Language Acquisition through Immersion</u>		Day of Event Contact Name: <u>Anne Douglas</u>	
Date of Event: <u>Jan 24, 2012</u>		PAC or Sch!: <u>Puerta del Sol</u>	
Description of Event: <u>Lecture/Panel Discussion of How Language Acquisition Occurs Through Immersion</u>		Day of Event Contact Number: <u>425 241 5527</u>	
STAGE			
FULL STAGE Or		Y	Y
HALF STAGE Or	(Mid-stage forward)	N	Y
APRON ONLY	(In front of CLOSED Grand curtain- generally used for lectures)	Y	Y
Grand Curtain Set	CIRCLE ONE: 1)Down & Closed 2)Down & Open 3)Stage Framed (grand retained at top w/false walls optional)		
LIGHTING			
House/Lecture	Audience and apron lights only	Y	Y
Standard	AS IS (when you enter PAC, so light adjustments can be operated by user from panel or turned back staff of program and left)	Y	Y
Custom	Requires Technician - Specific: include info on spots & gels (N); COLORED GELS ARE USER PROVIDED	\$Y	\$Y
AUDIO			
Use of most items requires technician			
Choir Microphones	hung at front of stage; used for choirs	0	2
Wireless Microphones	Handheld/ Lapel (or clip on)	1	2
Floor/ Table/ Boundary Microphones	lays flat on floor or table; supercardioid/condensor	0	2
Vocal Instrument Microphones	Dynamic/ Supercardioid	4	6
Mic Stands		3	4
Monitors/Speakers	Generally used for music/feedback	2	4
Communication Head-Sets (wired only)		5	6
Projector (some heavily used in front of stage)	EPSON PowerLite 5300B (1) any other being in computer to laptop presentation	Front	Front
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y
USER MUST PROVIDE COMPUTER		Circle here	
CD Player	* Cannot accept MP3 formatted disks	Y*	Y*
DVD Player		Y	Y
Assisted Listening Devices		N	Y
ADDITIONAL OPTIONS			
Podium	Identify which side of stage (C/R)	Y	Y
Music Stands	Must be Ordered; associated costs (delivery charge) for public users only; in front of stage only	\$Y	\$Y
Choir Risers	Must be Ordered; associated costs (delivery charge) for public users only; 4 sections, 3 rows/20 students per section – no tracks	\$Y	\$Y
Shells	Associated Costs for Public Users	N	\$Y
Clouds	Associated Costs to public users	N	N
Orchestra PR	Associated Costs; cover removal/ installation	N	\$Y
Other			
Locking Fly Rail	Requires Technician	N	Y
"Green" Room	List items needed, i.e., tables, chairs	Y	Y
Ticket Booth		N	Y
Coat Room		N	N
Lobby		Y	N
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)

A table with chairs (5) for speakers to sit at until their turn and to answer questions from.