

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 teaching.* 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: *Incoming 9th grade Parent Info Night* Day of Event Contact Name: *M. Keene*
 Date of Event: *3/8/11* PAC or Schl: *SHS* Day of Event Contact Number: *x7613*
 Description of Event: *Information Night for Incoming 9th grade parent*

Add Comments in this column or at bottom ↓ IS IHS NHS SHS

| STAGE | | IS | IHS | NHS | SHS |
|--|--|-------------|-------|-------|---------|
| FULL STAGE Or | | Y | Y | Y | Y |
| HALF STAGE Or | (Mid-stage forward) | N | Y | Y | Y |
| APRON ONLY | (In front of CLOSED Grand curtain- generally used for lectures) | Y | Y | Y | Y |
| Grand Curtain Set (how do you want the main curtain to look?) | CIRCLE ONE: 1)Down & closed 2)Down & open 3)Stage Framed (grand valanced at top w/false walls extended) | | | | |
| LIGHTING | | | | | |
| 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 info on spots & genie lift; COLORED GELS ARE USER PROVIDED | \$Y | \$Y | \$Y | \$Y |
| AUDIO | | | | | |
| Use of most items requires technician | | | | | |
| Choir Microphones | hung at front of stage; used for choirs | 0 | 2 | 0 | 2 |
| Wireless Microphones | Handheld/Lapel (or clip on) | 1 | 2 | 2/3 | (1/0) |
| Floor Table Boundry Microphones | lays flat on floor or table; supercardioid condensor | 0 | 2 | 3 | 3 |
| 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 screens) | 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 |
| ADDITIONAL OPTIONS | | | | | |
| 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 |
| Other | | | | | |
| 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)

*1 mic @ podium
 2 hand held mic as well
 * Portable projector + screen if clouds + shells are up.*