

**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>SHS Choir Invitational</b>		Day of Event Contact Name: <b>Carol Whitworth</b>			
Date of Event: <b>2/14/12</b>		PAC or Schl: <b>PAC</b>		Day of Event Contact Number: <b>456-7698</b>	
Description of Event: <b>Choir concert with choirs from SHS (including mid JazZ Choir), Ode, + Tillicum.</b>					
Add Comments in this column or at bottom <input type="checkbox"/>					
<b>STAGE</b>					
FULL STAGE Or		IS	MHS	NHS	SHS
HALF STAGE Or	(In front of CLOSED Grand curtain- generally used for lectures)	N	Y	Y	Y
APRON ONLY	(In front of CLOSED Grand curtain- generally used for lectures)	Y	Y	Y	Y
GRAND CURTAIN See how do you want the main curtain to look?	CLOSED: 1) Down & closed, 2) Down & open, 3) Stage Framed, Grand valance at top w/ pleated curtains				
<b>LIGHTING</b>					
House/Lecture	Audience and apron lights only	Y	Y	Y	Y
Stands	AS IS when you enter PAC; no light adjustments can be operated by user from panel or wired on at start of program and for	Y	Y	Y	Y
Custom	Requires Technician - Specific include info on spots & galleys; 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 choir	0	2	0	2
Wireless Microphones	held in hand / lapel (on clip on)	1	2	2/3	1/0
Floor   Table   Boundry Microphones	lays flat on floor or table; supercardioid / condenser	0	2	3	3
Vocal Instrument Microphones	dynamic / supercardioid	4	6	7	13
Mic Stands		3	4	7	8
Monitors / Speakers	separately monitor / monitor / console	2	4	14	3
Communication Head-Sets (wired only)		6	6	6	12
Projection Screen	Permanently mounted in front of main curtain at all schools	Front	Front	Front	Front
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 public users only; 4 sections, 3 risers/20 students per section - no backs	\$Y	\$Y	\$Y	\$Y
Choir Risers	Associated Costs to public users	N	\$Y	\$Y	(\$Y)
Clouds	Associated Costs to public users	N	N	\$Y	(\$Y)
Orchestra Pit	Associated Costs to public users	N	\$Y	\$Y	\$Y
Other		N	Y	Y	Y
Locking Fly Rail	Requires Technician	Y	Y	Y	Y
"Green" Room	list items needed, i.e., tables, chairs	N	Y	Y	Y
Locker Booth		N	N	N	Y
Coat Room		Y	N	N	Y
Lobby					
Other Rooms Needed	List other rooms being requested for use in the school				

(see used for musical for each) \*cannot accept MP3 formatted disks

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

\* We will need a sound technician for the event, however we will provide all of the necessary sound equipment.