

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>Year End Performance & Kindergarten Graduation</u>		Day of Event Contact Name: <u>Gail Domingos</u>	
Date of Event: <u>June 20, 21, 22</u>		Day of Event Contact Number: <u>206-617-3686</u>	
Description of Event: <u>Each class will sing and dance and then we will have our kindergarten graduation</u>			
Add Comments in this column or at bottom ↓		IS	IHS
		NHS	SHS
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 (how do you want the main curtain to look?)	<u>CIRCLE ONE: 1) Down & closed 2) Down & open 3) Stage Framed (grand valance at top w/false walls extended)</u>		
LIGHTING			
House/Lecture	Audience and apron lights only	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
Custom	Requires Technician -- Specific; include info on spots & gobo lts; 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 Boundry Microphones	lays flat on floor or table; supercardioid condenser	0	2
Vocal Instrument Microphones	Dynamic Supercardioid	4	6
Mic Stands		3	4
Monitors/Speakers	Generally used for musical feedback	2	4
Communication Head-Sets (wired only)		6	6
Projector* (permanently mounted in front of screen)	EPSON PowerLite 8300W; User must bring in computer to project presentations	Front	Front
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y
USER MUST PROVIDE COMPUTER	No IMAC Support		
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 <u>DCR left when facing the stage</u>	Y	Y
Music Stands	Must be Ordered; associated costs (delivery charge) for users only; in bulk of 6; 60 total	\$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
Piano (Upright only)	Associated Costs to public users	Y	Y
Shells	Associated Costs to public users	N	\$Y
Clouds	Associated Costs to public users	N	N
Orchestra Pit	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		

(open 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)

We will be using the fly system to hang our panels for the background. I don't know if that is called the "locking fly rail." Also we will need a headset to communicate with the sound tech. Thank you!