

# PAC EQUIPMENT FORM

Name of Event: Holiday Performance		Your Name: Bel-Red Bilingual Academy	
Date of Event: Feb. 6, 2010	School: Sammamish High	Contact Number: 425-283-0717	
Description of Event: Children's holiday performance			

## FORM DIRECTIONS:

Complete this form by checking all boxes required for event. Add special instructions on each line or at bottom and turn in 30 days in advance of program. Email back to sender or fax to 425.456.4584.

**KEY:**  
 If available, a 'Y' will be indicated, if not a 'N' is indicated;  
 If a number is indicated it means that is the total amount at that school;  
 When a dollar sign is indicated it means there are associated costs:

Add Comments in this column ↓		Indicate need here ↓	IS	IHS	NHS	SHS
<b>STAGE</b>						
FULL STAGE Or			Y	Y	Y	Y
HALF STAGE Or	(From mid-traveler forward)	Y	N	Y	Y	Y
APRON ONLY	(In front of Grand curtain only)		Y	Y	Y	Y
Grand Curtain Set	Circle one of the following: 1)Down & closed 2)Down & open 3)Framed		/	/	/	/
Projection Screen	Permanently mounted in front of grand	Y	Y	Y	Y	Y
Podium	Identify which side of stage		Y	Y	Y	Y
Choir Risers			N	Y	Y	Y
Band Risers			N	Y	N	N
Platforms			N	N	N	Y
Shells	Associated Costs		N	\$Y	\$Y	\$Y
Clouds	Associated Costs		N	N	\$Y	\$Y
<b>LIGHTING</b>						
House/Lecture	Audience and apron only		Y	Y	Y	Y
Standard	Operated by User from panel	Y	Y	Y	Y	Y
Custom	Requires Technician -- Specific; include info on spots & genie lift		\$Y	\$Y	\$Y	\$Y
<b>AUDIO</b>						
Use of most all items below requires a technician						
Choir Mic		Y	2	2	0	2
Stage Monitor			4	4	4	4
Handheld Wireless		Y	1	1	2	1
Lapel Wireless			0	1	1	1
Countryman Wireless			0	1	1	1
Floor Mic		Y	0	4	0	3
Directional Mic			2	6	6	6
Instrument Mic			1	2	2	2
Communication Head-Sets			6	6	12	6
<b>Projector</b> (permanently mounted)	In most cases, customer must bring in their own computer to project presentations/dvds from	Y	Front	Front	Front	Rear
CD Player		Y	Y	Y	Y	Y
DVD Player		Y	Y	Y	N	N
Assisted Listening Devices			N	Y	Y	Y
Mic Stands	Must be Ordered in bulk of 30; 60 total		Y	Y	Y	Y
Music Stands			Y	Y	Y	Y
Piano	Uprights only; flat use fee of \$120.00		\$Y	\$Y	\$Y	\$Y
<b>Computer (User Provided)</b>			N	N	N	N
<b>Other</b>						
"Green" Room		Y	Y	Y	Y	Y
Ticket Booth			N	Y	Y	Y
Coat Room			N	N	N	Y
Orchestra Pit	Flat Fee of \$100.00 cover removal/installation		N	\$Y	\$Y	\$Y
Lobby		Y	Y	N	N	Y
Other Rooms Needed						

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

Please make sure the projector and audio system (microphone) work well before our performance time. And our choir performance is the 1<sup>st</sup> one, Can you have the choir riser down after that so that we can performance others with it. If you will keep the set up for our entire program, we don't need this.