

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: Preseason Football Meeting		Day of Event Contact Name: David Myers							
Date of Event: April 30th, 2015	PAC or Schl: PAC	Day of Event Contact Number: 206-290-5513							
Description of Event: Preseason informational meeting for parents regarding the football program.									
		Add Comments in this column or at bottom ↓			BHS	IS	IHS	NHS	SHS
STAGE									
FULL STAGE Or		Y	Y	Y	Y	Y			
HALF STAGE Or	(Mid-stage forward)	Y	N	Y	Y	Y			
APRON ONLY	(In front of CLOSED Grand curtain- generally used for lectures)	Y	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	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	Y			
Custom	Requires Technician – Specific; include info on spots & genie lift; COLORED GELS ARE USER PROVIDED	\$Y	\$Y	\$Y	\$Y	\$Y			
AUDIO									
Use of most items requires technician									
Choir Microphones	hung at front of stage; used for choirs	0	0	2	0	2			
Wireless Microphones	Handheld/Lapel (or clip on)	3	1	2	2/3	1/0			
Floor Table Boundry Microphones	lays flat on floor or table; supercardioid condensor	0	0	2	3	3			
Vocal Instrument Microphones	Dynamic Supercardioid	8	4	6	7	13			
Mic Stands		8	3	4	7	8			
Monitors/Speakers	Generally used for musical feedback	2	2	4	4	3			
Communication Head-Sets (wired only)		4	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	Front			
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	Y	Y			
USER MUST PROVIDE COMPUTER	No MAC Support	USER PROVIDED							
CD Player	*Cannot accept MP3 formatted disks	Y	Y*	Y*	Y	Y*			
DVD Player		Y	Y	Y	N	N			
Assisted Listening Devices		Y	N	Y	Y	Y			
ADDITIONAL OPTIONS									
Podium	Identify which side of stage L C R	Y	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	\$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	\$Y			
Piano (Upright only)	Associated Costs to public users	\$Y	\$Y	\$Y	\$Y	\$Y			
Shells	Associated Costs to public users	N	N	\$Y	\$Y	\$Y			
Clouds	Associated Costs to public users	Y	N	N	\$Y	\$Y			
Orchestra Pit	Associated Costs; cover removal/installation	\$Y	N	\$Y	\$Y	\$Y			
Other									
Locking Fly Rail	Requires Technician	Y	N	Y	Y	Y			
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	Y	Y	Y			
Ticket Booth		Y	N	Y	Y	Y			
Coat Room		N	N	N	N	Y			
Lobby		Y	Y	N	N	Y			
Other Rooms Needed	List other rooms being used in Additional Comments below								

(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)

Just need to connect my computer to the projector to show a powerpoint presentation while I talk. Don't need audio capabilities or a mic.