

PAC EQUIPMENT FORM; Directions for use please read!

Return to PAC Coordinator within 5 days of Facility App Submittal - (on 425-456-4584 OR 12037 NE 5TH Street, Bellevue WA 98005
 To complete Curriculum Portal 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.

Add special instructions on each line or at bottom in the comments section

Name of Event: <u>Poetry Contest</u>		Contact Name: <u>Katy Boness</u>
Date of Event: <u>5/1/11</u>	PAC:	Contact Number: <u>7263</u>
Description of Event: <u>Final Poetry Contest students read their work, 5 Awards Given AT END OF CONTEST. Award Ceremony</u>		
Add Comments in this column or at bottom		
STAGE		
FULL STAGE Or		Y Y Y Y
HALF STAGE Or		X Y Y Y
APRON ONLY	(In front of Grand curtain- generally used for lectures)	Y Y Y Y
Grand Curtain Set	Check box if the set is being used. (Note: if you are using a Grand Curtain Set, you must also have a Podium.)	Y Y Y Y
Podium	Identify which side of stage: <u>Center</u>	Y Y Y Y
Chair Risers	Associated Costs to public users	SY SY SY SY
Shalls	Associated Costs to public users	SY SY SY SY
Clouds	Associated Costs to public users	SY SY SY SY
LIGHTING		
House/Lecture	Audience and apron lights only	Y Y Y Y
Standard	Specialty lighting for use from dais or under the apron or behind the stage	Y Y Y Y
Custom	Requires Technician - specify include info on type of lighting	SY SY SY SY
AUDIO		
Use of most all items below requires a technician		
Choir Mic		2 2 0 2
Stage Monitor		2 4 4 4
Wireless Mic		1 2 3 2
Floor Mic	<u>two</u>	0 4 0 3
Directional Corded Mic		5 8 3 8
Communication Head-sets		6 6 6 12
Projector (permanently mounted)	EPSON ProSeries 1300N. User must bring in computer to project presentations	Front Front Front Rear
Projection Screen	Permanently mounted in front of main curtain at all schools	Y Y Y Y
USER PROVIDED COMPUTER		Y Y Y Y
CD Player		Y Y* Y Y*
DVD Player		Y Y X N
Assisted Listening Devices		X Y Y Y
Mic Stands		Y Y Y Y
Music Stands		Y Y Y Y
Piano	Upright only; flat use fee of \$120.00 (tuning costs) to all (including visiting schools) except visiting school	SY SY SY SY
Other		
Locking Fly Rail	Requires technician	X Y Y Y
"Green" Room	Life items needed, i.e., tables, chairs	X Y Y Y
Ticket Booth		X Y Y Y
Coat Room		X N X Y
Orchestra Pit		X SY SY SY
Lobby		X N X Y
Other Rooms Needed	Set of other rooms being requested for use on this date	

*cannot accept MP3 formatted disks

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

All we need is one podium with mic
 and one Floor/stand mic.
 Thank you!