

EQUIPMENT FORM; Directions for use (please read):

Complete this form: CIRCLE the boxes in the **ROW** of equipment needed within the **COLUMN** of the school being used. If available, a 'Y' will be indicated, associated costs are indicated with '\$Y'. If it is not available 'N' is indicated. 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 and turn in 30 days prior to program. Fax to 425-456-4584.

Name of Event: <u>Belleve Club Swim Team Banquet</u>	Contact Name: <u>ROBIN CASTRO GIOVANNI</u>
Date of Event: <u>MAY 6</u> PAC: <u>Newport</u>	Contact Number: <u>425-246-4438</u>
Description of Event: <u>Awards presentation / slide show and reception</u>	

Add Comments in this column or at bottom ↓

STAGE		IS	IHS	NHS	SHS
FULL STAGE Or		Y	Y	Y	Y
HALF STAGE Or	(Mid-stage forward)	N	Y	Y	Y
<u>APRON ONLY</u>	(In front of Grand curtain- generally used for lectures)	Y	Y	<u>Y</u>	Y
Grand Curtain Set	Circle one of the following: 1) <u>Down & closed</u> 2) Down & open 3) Stage Framed				
<u>Podium</u>	Identify which side of stage <u>left</u>	Y	Y	<u>Y</u>	Y
Choir Risers	Associated Costs & for public users only; Must be Ordered; 4 sections, 3 risers/20 students per section -- no backs	\$Y	\$Y	\$Y	\$Y
Shells	Associated Costs to public users	N	\$Y	\$Y	\$Y
Clouds	Associated Costs to public users	N	N	\$Y	\$Y

LIGHTING		IS	IHS	NHS	SHS
House/Lecture	Audience and apron only lights only	Y	Y	Y	Y
<u>Standard</u>	Can be operated by User from panel	Y	Y	<u>Y</u>	Y
Custom	Requires Technician -- Specific; include info on spots & genie lift	\$Y	\$Y	\$Y	\$Y

AUDIO		IS	IHS	NHS	SHS
Use of most all items below requires a technician					
Choir Mic		2	2	0	2
Stage Monitor		4	4	4	4
<u>Wireless Mic</u>	<u>2</u>	1	2	<u>3</u>	2
Floor Mic		0	4	0	3
Directional Corded Mic		5	8	8	8
Communication Head-Sets		6	6	12	6
<u>Projector</u> (permanently mounted)	User must bring in computer to project presentations/dvds	Front	Front	<u>Front</u>	Rear
<u>Projection Screen</u>	Permanently mounted in front of main curtain at all schools	Y	Y	<u>Y</u>	Y
<u>CD Player</u>		Y*	Y*	<u>Y</u>	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
<u>Mic Stands</u>	<u>2</u>	Y	Y	Y	Y
Music Stands	Must be Ordered - in bulk of 30; 60 total; for public users only	Y	Y	Y	Y
Piano	Uprights only; flat use fee of \$120.00 (tuning costs) to all except residing school	\$Y	\$Y	\$Y	\$Y

Other		IS	IHS	NHS	SHS
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	Y	Y
Ticket Booth		N	Y	Y	Y
Coat Room		N	N	N	Y
Orchestra Pit	Associated Cost: Flat Fee of \$100.00 cover removal/installation	N	\$Y	\$Y	\$Y
Lobby		Y	N	N	Y
Other Rooms Needed	List other rooms being used <u>Commons</u>				

*cannot accepted MP3 formatted disks

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

- The event consists of awards presentation where recipients will come from audience to receive their award.
- Slide Show ~~the~~
- Reception (^{sweets} ~~desserts~~) in commons area beverages