

# St. Louise Parish School

## PAC 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.

Name of Event: <u>Play in Gymnasium</u>		Contact Name: <u>Kimberly Hall</u>			
Date of Event: <u>03/15-03/18</u> PAC:		Contact Number: <u>425-214-5432</u>			
Description of Event: <h2 style="text-align: center;">Middle School Drama Production</h2>					
Add Comments in this column or at bottom <u>1</u>					
<b>STAGE</b>					
FULL STAGE Or		Y	<u>Y</u>	Y	Y
HALF STAGE Or	(Mid-stage forward)	N	Y	Y	Y
APRON ONLY	(In front of Grand curtain- generally used for lectures)	Y	Y	Y	Y
Grand Curtain Set	Circle one of the following: 1)Down & closed 2)Down & open 3)Stage Framed				
Podium	Identify which side of stage	Y	<u>Y</u>	Y	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
<b>LIGHTING</b>					
House/Lecture	Audience and apron only lights only	Y	<u>Y</u>	Y	Y
Standard	Can be operated by User from panel	Y	<u>Y</u>	Y	Y
Custom	Requires Technician -- Specific; Include info on spots & galle lift	\$Y	\$Y	\$Y	\$Y
<b>AUDIO</b>					
Use of most all items below requires a technician					
Choir Mic		2	2	0	2
Stage Monitor		4	<u>4</u>	4	4
Wireless Mic		1	<u>2</u>	3	2
Floor Mic		0	<u>4</u>	0	3
Directional Corded Mic		5	8	8	8
Communication Head-Sets		6	<u>6</u>	12	6
Projector (permanently mounted)	User must bring in computer to project presentations/dvds	Front	Front	Front	Rear
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	Y
CD Player		Y*	Y*	Y	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
Mic Stands		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	<u>\$Y</u>	\$Y	\$Y
<b>Other</b>					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs	Y	<u>Y</u>	Y	Y
Ticket Booth		N	<u>Y</u>	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>Theater</u>		<input checked="" type="checkbox"/>		

\*cannot accepted MP3 formatted disks

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