

**PAC EQUIPMENT FORM; Directions for use (please read):**

Return to PAC Coordinator within 5 days of Facility App submittal - fax 425-456-4984 OR 17087 NE 5<sup>th</sup> 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 'SY'. 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>UTTORON</u>		Contact Name: <u>JOYDEEP DAS</u>			
Date of Event: <u>5/7/2011</u>	PAC: <u>INTERLACE HS</u>	Contact Number: <u>425-502-0005</u>			
Description of Event: <u>EAST INDIAN CULTURAL EVENT</u>					
Add Comments in this column or at bottom <u>Full stage required</u>		IS	IHS	NHS	SHS
<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	Y	Y	Y
Choir Risers	Associated Costs & for public users only; Must be Ordered; 4 sections, 3 risers/20 students per section - no backs	SY	SY	SY	SY
Shells	Associated Costs to public users	N	SY	SY	SY
Clouds	Associated Costs to public users	N	N	SY	SY
<b>LIGHTING</b>					
House/Lecture	Audience and apron lights only	Y	Y	Y	Y
Standard	Can be operated by User from panel or turned on at start of program and left	Y	<u>Y</u>	Y	Y
Custom	Requires Technician - Specific; include info on spots & gels etc <u>(SPOTS &amp; GEL LIGHT NEEDED)</u>	SY	<u>SY</u>	SY	SY
<b>AUDIO</b>					
Use of most all items below requires a technician					
Choir Mic		2	<u>2</u>	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	<u>8</u>	8	8
Communication Head-Sets		6	6	6	12
Projector (permanently mounted)	EPSON PowerLite ES008N; User must bring in computer to project presentations	Front	Front	Front	Rear
Projection Screen	Permanently mounted in front of main curtain at all schools <u>YES</u>	Y	<u>Y</u>	Y	Y
USER PROVIDED COMPUTER	No MAC Support <u>YES</u>				
CD Player		Y*	Y*	Y	Y*
DVD Player		Y	<u>Y</u>	N	N
Assisted Listening Devices		N	Y	Y	Y
Mic Stands		Y	<u>Y</u>	Y	Y
Music Stands	Must be Ordered - in bulk of 20; 50 total; for public users only	Y	Y	Y	Y
Piano	Uprights only; flat use fee of \$120.00 (tuning costs) to all (including visiting schools) except residing school	SY	SY	SY	SY
<b>Other</b>					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs <u>YES</u> <u>INHAL BY GRNM</u> <u>(3 tables &amp; 20 chairs)</u>	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	SY	SY	SY
Lobby		Y	N	N	Y
Other Rooms Needed	List other rooms being requested for use in the school <u>Commons</u>				

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

We will need a sound technician (not a student) as we have many (10-12) inputs wanting for each program. We also request access to dressing rooms.