

**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 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 '\$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: <i>Northwest Chinese School</i>	Contact Name: <i>Kathy Sun</i>
Date of Event: <i>6/11/2011</i>	Contact Number: <i>425-213-9580</i>
Description of Event: <i>Graduation Ceremony</i>	

Add Comments in this column or at bottom		B	B+C	B+C	S+C
<b>STAGE</b>					
FULL STAGE Or		Y	Y	Y	Y
HALF STAGE Or	(Mid-stage forward)	N	Y	Y	Y
APRON ONLY	(In front of Grand curtain - general (used for lectures)	Y	Y	Y	Y
Grand Curtain Set	Circle one of the following: 1) Down & closed 2) Down & open 3) Stage Forward (grand balanced w/ false walls)				
Podium	Identify which side of stage	Y	Y	Y	Y
Choir Risers	Available to choir for public use only; \$400 for 100 risers; \$100 for 50 risers; per section - no loads	\$Y	\$Y	\$Y	\$Y
Shells	Are used for public use only	N	Y	Y	Y
Clouds	Are used for public use only	N	N	Y	Y
<b>LIGHTING</b>					
House/Lecture	And over and apron lights only	Y	Y	Y	Y
Standard	ACIS when you enter PAC can be operated by User from panel or turned on at start of program and left	Y	Y	Y	Y
Custom	Requires Technician - \$1000.00 for 1000 watts per channel - no loads	\$Y	\$Y	\$Y	\$Y
<b>AUDIO</b>					
Use of most items requires technician					
Choir Mic		2	2	0	2
Stage Monitor		2	4	4	3
Wireless Mic		1	2	3	1
Floor Mic		8	4	0	3
Directional Corded Mic		5	8	8	8
Communication Head-sets		6	6	6	12
Projector (if not already installed)	EPSON PowerLite ROOMMATE; 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	No PAC Support				
CD Player		Y*	Y*	Y	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
Mic Stands		3	5	6	6
Music Stands	Must be ordered; as indicated costs; in bulk of 30; 60 total; for community users only	\$Y	\$Y	\$Y	\$Y
Piano	Upright only; see cost at all costs during fee to all (including visiting schools); so apps needing a school	\$Y	\$Y	\$Y	\$Y
<b>Other</b>					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	Licensee needed, i.e., cables, chairs	Y	Y	Y	Y
Ticket Booth		N	Y	Y	Y
Cost Room		N	N	N	Y
Orchestra Pit	Are used for public use only	N	Y	Y	Y
Lobby		Y	N	N	Y
Other Rooms Needed	Is either room being requested for use in the school				

\*cannot accept MP3 formatted disks

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

**RECEIVED**  
**APR 28 2011**  
**CAP. CONSTRUCTION & MAINTENANCE**