

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 5TH 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 and not known until we arrive.*

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

Name of Event: <u>Newport Girls SWIVE Banquet</u>		Day of Event Contact Name: <u>Mary Kate Uribe</u>	
Date of Event: <u>11-16-2011</u>		PAC or Schl: <u>Newport HS</u>	
Description of Event: <u>Banquet in Commons followed by awards/presentations in Theater.</u>		Day of Event Contact Number: <u>425-443-4814 cell</u>	
Add Comments in this column or at bottom: ↓		IS	IHS
		NHS	SHS
STAGE			
FULL STAGE Or		Y	Y
HALF STAGE Or	(Mid-stage forward)	N	Y
APRON ONLY	(In front of CLOSED Grand curtain- generally used for lectures)	Y	Y
Grand Curtain Set	CIRCLE ONE: 1) Down & closed 2) Down & open 3) Stage Framed (grand valanced at top w/false walls extended)		
LIGHTING			
House/Lecture	Audience and apron lights only	Y	Y
Standard	AS IS when you enter PAC; no light adjustment; Can be operated by User from panel or turned on at start of program and left	Y	Y
Custom	Requires Technician – Specific; include info on spots & gels; COLORED GELS ARE USER PROVIDED	\$Y	\$Y
AUDIO			
Use of most items requires technician			
Choir Microphones	hung at front of stage; used for choirs	0	2
Wireless Microphones	Handheld/Lapel (or clip on)	1	2
Floor Table Boundry Microphones	lays flat on floor or table; supercardioid condensor	0	2
Vocal Instrument Microphones	Dynamic Supercardioid	4	6
Mic Stands		3	4
Monitors/Speakers	Generally used for musical feedback	2	4
Communication Head-Sets (wired only)		6	6
Projector (permanently mounted in front of screens)	EPSON PowerLite 8300NL; User must bring in computer to project presentations	Front	Front
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y
USER MUST PROVIDE COMPUTER	No MAC Support	Circle here	
CD Player	*Cannot accept MP3 formatted disks	Y*	Y*
DVD Player		Y	Y
Assisted Listening Devices		N	Y
ADDITIONAL OPTIONS			
Podium	Identify which side of stage <u>L</u> C R	Y	Y
Music Stands	Must be Ordered; associated costs (delivery charge) for users only; in bulk of 30; 50 total	\$Y	\$Y
Choir Risers	Must be Ordered; associated costs (delivery charge) for public users only; 4 sections, 3 risers/20 students per section – no backs	\$Y	\$Y
Shells	Associated Costs to public users	N	\$Y
Clouds	Associated Costs to public users	N	N
Orchestra Pit	Associated Costs; cover removal/Installation	N	\$Y
Other			
Locking Fly Rail	Requires Technician	N	Y
"Green" Room	List items needed, i.e., tables, chairs	Y	Y
Ticket Booth		N	Y
Coat Room		N	N
Lobby		Y	N
Other Rooms Needed	List other rooms being requested for use in the school		

(gen. used for musical feedback) *cannot accept MP3 formatted disks

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

Please refer to requests for this event in past years. We need the same setup.
 7 chairs on stage – opposite side from the podium.