

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

Return to PAC Coordinator within 3 days of booking. Any additional information should be provided to the school. For more information, please call 920-223-1100.
 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 specific instructions in each line or at bottom of table regarding requirements.

Name of Event: BDISAICHI - INDIA NEW YR	Day of Event/Contact Name: Jaydeep Das
Date of Event: 14th April 2012	PAC or Sch: Newport HS
Day of Event/Contact Number: 425-502-0005	
Description of Event: Cultural event performed by community members.	

Add Comments in this column or at bottom <input type="checkbox"/>		IS	IHS	NHS	SHS
STAGE					
FULL STAGE Or		Y	Y	Y	Y
HALF STAGE Or	(Mid-stage forward)	N	Y	Y	Y
APRON ONLY	(In front of CLOSED Grand curtain; generally used for lectures)	Y	Y	Y	Y
Grand Curtain Set (how do you want the main curtain to look?)	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	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	Y	Y
Custom	Requires Technician - Specific include info on spots & gels etc; COLORLED GELS ARE USER PROVIDED.	\$Y	\$Y	\$Y	\$Y
AUDIO					
Use of most items requires technician					
Choir Microphones	hung at front of stage; used for choirs	0	2	0	2
Wireless Microphones	Handheld/Lapel (or clip on)	1	2	2/3	1/0
Floor/Table/Boundary Microphones	lays flat on floor or table; supercardioid (condenser)	0	2	3	3
Vocal/Instrument Microphones	Dynamic/Supercardioid	4	6	7	13
Mic Stands		3	4	7	8
Monitors/Speakers	Generally used for musical feedback	2	4	4	3
Communication Head-Sets (wired only)		6	6	6	12
Projector (permanently mounted in front of screen)	EPSON PowerLite #300PH; User must bring in computer to project presentations	Front	Front	Front	Front
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	Y
USER MUST PROVIDE COMPUTER	No MAC Support. COB	Circle here <input type="checkbox"/>			
CD Player	*Cannot accept MP3 formatted disks	Y*	Y*	Y	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
ADDITIONAL OPTIONS					
Podium	Identify which side of stage 1. C (R)	Y	Y	Y	Y
Music Stands	Must be Ordered; associated costs (delivery charge) for users only; in bulk of 30; 60 (total)	\$Y	\$Y	\$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	\$Y	\$Y
Shells	Associated Costs to public users	N	Y	Y	Y
Clouds	Associated Costs to public users	N	N	\$Y	\$Y
Orchestra Pit	Associated Costs; cover removal/installation	N	\$Y	\$Y	\$Y
Other					
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
Lobby		Y	N	N	Y
Other Rooms Needed	List other rooms being requested for use in the school				

(open used for musical feedback)

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