

**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 and not known until we arrive.*

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

|  |  |
|--|--|
| Name of Event: <i>Welcome Astronaut Ms. Naoko Yamazaki</i> | Day of Event Contact Name: <i>Takashi Nakamoto</i> |
| Date of Event: <i>4/14/12</i>                              | PAC or Schl: <i>SHS</i>                            |
| Day of Event Contact Number: <i>(425) 985-8448</i>         |  |
| Description of Event:                                      |  |

| Add Comments in this column or at bottom ↓                       |  | IS            | IHS   | NHS   | SHS   |
|--|--|---------------|-------|-------|-------|
| <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 CLOSED Grand curtain- generally used for lectures)  | Y             | Y     | Y     | Y     |
| Grand Curtain Set<br>(how do you want the main curtain to look?) | <b>CIRCLE ONE:</b> 1)Down & closed 2)Down & open 3)Stage Framed (grand valanced at top w/false walls extended)                     |               |       |       | Y     |
| <b>LIGHTING</b>  |  |               |       |       |       |
| 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   | <b>Requires Technician</b> -- Specific; Include info on spots & genie lift; COLORED GELS ARE USER PROVIDED                         | \$Y           | \$Y   | \$Y   | \$Y   |
| <b>AUDIO</b>   |  |               |       |       |       |
| 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   Boundry Microphones                              | lays flat on floor or table; supercardioid   condensor   | 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 screens)              | EPSON PowerLite 8300NL; 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   | USER PROVIDED |       |       |       |
| CD Player  | *Cannot accept MP3 formatted disks   | Y*            | Y*    | Y     | Y*    |
| DVD Player   |  | Y             | Y     | N     | N     |
| Assisted Listening Devices                                       |  | N             | Y     | Y     | Y     |
| <b>ADDITIONAL OPTIONS</b>  |  |               |       |       |       |
| Podium   | Identify which side of stage. L 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   |
| Piano (Upright only)   | Associated Costs to public users   | 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   |
| <b>Other</b>   |  |               |       |       |       |
| 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   |               |       |       |       |

(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)

- ⊙ Our own Projector set from back of screen is the 1st priority and most probably it works. If not we are going to set projector in front on the stage.
- ⊙ We will work this with custodians if necessary.
- ⊙ We are using SHS whole campus on this Saturday. Thank you,