

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>Tzu-Chi Academy End of Year Celebration</u>		Day of Event Contact Name: <u>Dennis Huang</u>				
Date of Event: <u>May 21, 2016</u>		PAC or Schl: <u>Bellevue</u>		Day of Event Contact Number: <u>206-399-6829</u>		
Description of Event: <u>Graduation ceremony</u>						
Add Comments in this column or at bottom ↓ ★						
STAGE						
FULL STAGE Or		<input checked="" type="checkbox"/> Y	Y	Y	Y	Y
HALF STAGE Or	(Mid-stage forward)	Y	N	Y	Y	Y
APRON ONLY	(In front of CLOSED Grand curtain- generally used for lectures)	Y	Y	Y	Y	Y
Grand Curtain Set (how do you want the main curtain to look?)	CIRCLE ONE: 1)Down & closed 2)Down & open <input checked="" type="checkbox"/> 3)Stage Framed (grand valanced at top w/false walls extended)					
LIGHTING						
House/Lecture	Audience and apron lights only	Y	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	<input checked="" type="checkbox"/> Y	Y	Y	Y	Y
Custom	Requires Technician -- Specific; include info on spots & genie lift; COLORED GELS ARE USER PROVIDED	\$Y	\$Y	\$Y	\$Y	\$Y
AUDIO						
Use of most items requires technician						
Choir Microphones	hung at front of stage; used for choirs	0	0	2	0	2
Wireless Microphones	Handheld/Lapel (or clip on)	<input checked="" type="checkbox"/> 3	1	2	2/3	1/0
Floor Table Boundry Microphones	lays flat on floor or table; supercardioid condensar	0	0	2	3	3
Vocal Instrument Microphones	Dynamic Supercardioid	8	4	6	7	13
Mic Stands		8	3	4	7	8
Monitors/Speakers	Generally used for musical feedback	2	2	4	4	3
Communication Head-Sets (wired only)		<input checked="" type="checkbox"/> 4	6	6	6	12
Projector (permanently mounted in front of screens)	EPSON PowerLite B300NL; User must bring in computer to project presentations	Front	Front	Front	Front	Front
Projection Screen	Permanently mounted in front of main curtain at all schools	<input checked="" type="checkbox"/> Y	Y	Y	Y	Y
USER MUST PROVIDE COMPUTER	No MAC Support	USER PROVIDED				
CD Player	*Cannot accept MP3 formatted disks	Y	Y*	Y*	Y	Y*
DVD Player		Y	Y	Y	N	N
Assisted Listening Devices		Y	N	Y	Y	Y
ADDITIONAL OPTIONS						
Podium	Identify which side of stage <input checked="" type="checkbox"/> C <input type="checkbox"/> R <u>podium lamp if available</u>	<input checked="" type="checkbox"/> Y	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	\$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	\$Y
Piano (Upright only)	Associated Costs to public users	\$Y	\$Y	\$Y	\$Y	\$Y
Shells	Associated Costs to public users	N	N	\$Y	\$Y	\$Y
Clouds	Associated Costs to public users	Y	N	N	\$Y	\$Y
Orchestra Pit	Associated Costs; cover removal/Installation	\$Y	N	\$Y	\$Y	\$Y
Other						
Locking Fly Rail	Requires Technician	Y	N	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	Y	Y	Y
Ticket Booth		Y	N	Y	Y	Y
Coat Room		N	N	N	N	Y
Lobby		Y	Y	N	N	Y
Other Rooms Needed	List other rooms being used in Additional Comments below					

(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)

need 4 tables and 20 chairs for use on stage.
May need additional chairs for use in lobby.