

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>Bel-Red Bilingual Academy</u>	Day of Event Contact Name: <u>Sue Tang</u>
Date of Event: <u>2/15/14</u>	Day of Event Contact Number: <u>206-479-8428</u>
PAC or Sch: <u>Bellevue High</u>	
Description of Event: <u>Annual Performance For preschool - 5th grade & #</u>	

Add Comments in this column or at bottom ↓		BHS	IS	IHS	NHS	SHS
STAGE						
FULL STAGE Or		<u>Y</u>	Y	Y	Y	Y
HALF STAGE Or	(Mid-stage forward)	Y	<u>N</u>	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 3)Stage Framed (grand valanced at top w/false walls extended)					
LIGHTING						
House/Lecture	Audience and apron lights only	<u>Y</u>	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	<u>Y</u>	Y	Y	Y	Y
Custom	Requires Technician – Specific; include info on spots & genie lift; COLORED GELS ARE USER PROVIDED	<u>\$Y</u>	<u>\$Y</u>	<u>\$Y</u>	<u>\$Y</u>	<u>\$Y</u>
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)	<u>3</u>	1	2	2/3	1/0
Floor Table Boundry Microphones	lays flat on floor or table; supercardioid condensor	0	0	2	3	3
Vocal Instrument Microphones	Dynamic Supercardioid	<u>8</u>	4	6	7	13
Mic Stands		<u>8</u>	3	4	7	8
Monitors/Speakers	Generally used for musical feedback	<u>4</u>	2	4	4	3
Communication Head-Sets (wired only)		<u>4</u>	6	6	6	12
Projector (permanently mounted in front of screens)	EPSON PowerLite 8300NL; User must bring in computer to project presentations.	<u>Front</u>	Front	Front	Front	Front
Projection Screen	Permanently mounted in front of main curtain at all schools	<u>Y</u>	Y	Y	Y	Y
USER MUST PROVIDE COMPUTER		USER PROVIDED				
CD Player	*Cannot accept MP3 formatted disks	<u>Y</u>	Y*	Y*	Y	Y*
DVD Player		Y	Y	Y	<u>N</u>	<u>N</u>
Assisted Listening Devices		Y	<u>N</u>	Y	Y	Y
ADDITIONAL OPTIONS						
Podium	Identify which side of stage L C R	<u>Y</u>	Y	Y	Y	Y
Music Stands	Must be Ordered; associated costs (delivery charge) for users only; in bulk of 30; 60 total	<u>\$Y</u>	<u>\$Y</u>	<u>\$Y</u>	<u>\$Y</u>	<u>\$Y</u>
Choir Risers	Must be Ordered; associated costs (delivery charge) for public users only; 4 sections, 3 risers/20 students per section – no backs	<u>\$Y</u>	<u>\$Y</u>	<u>\$Y</u>	<u>\$Y</u>	<u>\$Y</u>
Piano (Upright only)	Associated Costs to public users	<u>\$Y</u>	<u>\$Y</u>	<u>\$Y</u>	<u>\$Y</u>	<u>\$Y</u>
Shells	Associated Costs to public users	<u>N</u>	<u>N</u>	<u>\$Y</u>	<u>\$Y</u>	<u>\$Y</u>
Clouds	Associated Costs to public users	Y	<u>N</u>	<u>N</u>	<u>\$Y</u>	<u>\$Y</u>
Orchestra Pit	Associated Costs; cover removal/installation	<u>\$Y</u>	<u>N</u>	<u>\$Y</u>	<u>\$Y</u>	<u>\$Y</u>
Other						
Locking Fly Rail	Requires Technician	<u>Y</u>	<u>N</u>	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs	<u>Y</u>	Y	Y	Y	Y
Ticket Booth		Y	<u>N</u>	Y	Y	Y
Coat Room		<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	Y
Lobby		Y	Y	<u>N</u>	<u>N</u>	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)

Choir risers to be in on stage half