

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: <i>BCHCS Talent show</i>		Day of Event Contact Name: <i>Sarina Uzunow</i>					
Date of Event:		PAC or Schl:		Day of Event Contact Number: <i>425-753-0634</i>			
Description of Event: <i>Children's talent show and dance in the commons afterwards</i>							
Add Comments in this column or at bottom ↓				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 & genle lift; COLORED 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 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		Circle here			
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 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
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					

(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)