**NOTE:**

- This form must be submitted to the Concert Office THREE WEEKS before the recital or dress rehearsal.
- Use of harpsichord, fortepiano or Positiv Organ requires submission of a signed Instrument Request Form to the Concert Office THREE WEEKS before the performance.

### PROGRAM/STAGING INFORMATION

#### ARTIST INFORMATION

Name of Performer or Group:  
________________________________________________________

Contact Person:  ____________________________________________________________________

Phone:  ____________________________________________________________________________

Email:  ____________________________________________________________________________

Name of Soloists, Guests, and Conductor:  
________________________________________________________

### PERFORMANCE INFORMATION

Performance Date:  ___________ Time:  ______

Rehearsal Date:  ___________ Time:  ______

Venue:  
- [ ] Kilbourn Hall
- [ ] Hatch Recital Hall
- [ ] ESM120
- [ ] Howard Hanson Hall
- [ ] Ciminelli Lounge
- [ ] Other  ______________

### RESOURCES

- [ ] Steinway #941
- [ ] Steinway #660
- [ ] No Piano
- [ ] Harpsichord
- [ ] Positiv Organ
- [ ] Chairs (# of chairs ____)
- [ ] Stands (# of stands ____)
- [ ] *Choral Risers (# of risers ____)
- [ ] *Jazz Risers
- [ ] Podium
- [ ] Lectern
- [ ] *ESM Percussion equipment  
  (Percussion Contact:  ________________________)
- [ ] Other (please specify):  
  ____________________________________________

*availability cannot be guaranteed

### AUDIO/VISUAL INFORMATION

- [ ] Sound Reinforcement
- [ ] Microphone (instrument) quantity:  ______

- [ ] Microphone (speaking) Lectern or mic stand?  ________________

Please provide a detailed Audio/Visual request:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Will there be CD Sales?  
- [ ] yes  
- [ ] no  

If so, how much is each CD?  $ __________

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Rev. June 2011
2011-2012 STAGING FORM for ENSEMBLE PERFORMANCE

STAGING INFORMATION

NAME: 

PERFORMANCE DATE & TIME: 

Use one box for each piece on your program. You may copy this form and use additional sheets if your performance exceeds 5 stage changes.

<table>
<thead>
<tr>
<th>Selection/Set</th>
<th>Timing of Piece:</th>
<th>Number of Performers:</th>
<th>Number of Stands:</th>
<th>Number of Chairs:</th>
<th>Page Turner Chair: yes no</th>
<th>Piano Lid Position: Full ½ Stick Closed</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Selection/Set</td>
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<tr>
<td>2nd Selection/Set</td>
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<tr>
<td>3rd Selection/Set</td>
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<tr>
<td>4th Selection/Set</td>
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<tr>
<td>5th Selection/Set</td>
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</tr>
</tbody>
</table>

Please use the following symbols to help illustrate your set-ups:

- PIANO
- CHAIR
- STAND
- HARPSICHORD
- BASS STOOL

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274-1423
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