

2011-2012 STAGING FORM for ENSEMBLE PERFORMANCE

TODAY'S DATE: _____

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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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.

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

PIANO



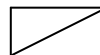
CHAIR



STAND



HARPSICHORD



BASS STOOL



1st Selection/Set _____

Timing of Piece: _____

Number of Performers: _____

Number of Stands: _____

Number of Chairs: _____

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

Other: _____

2nd Selection/Set _____

Timing of Piece: _____

Number of Performers: _____

Number of Stands: _____

Number of Chairs: _____

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

Other: _____

3rd Selection/Set _____

Timing of Piece: _____

Number of Performers: _____

Number of Stands: _____

Number of Chairs: _____

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

Other: _____

4th Selection/Set _____

Timing of Piece: _____

Number of Performers: _____

Number of Stands: _____

Number of Chairs: _____

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

Other: _____

5th Selection/Set _____

Timing of Piece: _____

Number of Performers: _____

Number of Stands: _____

Number of Chairs: _____

Page Turner Chair: yes no

Piano Lid Position: Full ½ Stick Closed

Other: _____