**2012–2013 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: □ Kodak Hall at Eastman Theatre  
□ Kilbourn Hall  
□ Hatch Recital Hall  
□ ESM120  
□ Howard Hanson Hall  
□ Ciminelli Lounge  
□ Other ____________________

### RESOURCES

- One piano
- Two pianos
- 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? $_________
2012–2013 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>Please use the following symbols to help illustrate your set-ups:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIANO</td>
</tr>
</tbody>
</table>

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

Other: __________________________________________

Nigel Waters
nwaters@esm.rochester.edu

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

- PIANO
- CHAIR
- STAND
- HARPSICHORD
- BASS STOOL