# 2012-2013 STAGING FORM for FACULTY ARTIST RECITAL

**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 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
- [ ] Steinway #798 (Hatch Recital Hall)
- [ ] 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?  $__________

Rev. February 2013
### 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>
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Please use the following symbols to help illustrate your set-ups:

- **PIANO**
- **CHAIR**
- **STAND**
- **HARPSICHORD**
- **BASS STOOL**

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**Nigel Waters**

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