



TODAY'S DATE _____

REQUEST TO USE LARGE ENSEMBLE FOR STUDENT RECITAL

Please note:

- The Kilbourn Hall stage extension is not set up or removed for student recitals
- Both pianos remain on stage for student recitals.
- Set-up for a large ensemble must be done within the 30-minute warm-up prior to the start of the recital. Teardown (this includes percussion and any additional equipment) must be completed within the remaining time of the recital slot. Due to other scheduled events in the hall and to be equitable to all students, no additional time is allowed.
- All requests are subject to approval by the Concert Office.

I have read the paragraph above regarding large ensemble requests.

Student's signature: _____ Student's name (print) _____

Email: _____ Phone: _____ Date/Time of Recital _____

Date/Time of Dress Rehearsal _____

Piece to be performed _____ Timing of piece _____

Number of players in ensemble _____ Conductor: _____

Will sound reinforcement be used? _____ T&MP? _____ Computer Music? _____

Description of electronics use _____

Will percussion be used? _____ Name of percussionist _____ Email _____

List percussion equipment _____

Please draw a staging diagram on the back of this form of the piece(s) being performed (be sure to include the largest possible set-up). Also include placement of any percussion, electronics, or sound reinforcement.

Approved Not approved

Director of Concert Operations - signature