

Eastman Performance Information Form

For use by faculty and staff--



EASTMAN
SCHOOL OF MUSIC
UNIVERSITY OF ROCHESTER

Today's Date: _____

Please return this form to the Concert Office **at least 4 WEEKS** before the performance,
either in-person, or by e-mailing a PDF to **PerformanceInfo@esm.rochester.edu**.

Please note:

- The hall will be available to performers 30 minutes prior to the scheduled start time.
- The doors will be open to the audience 15 minutes prior to the performance.

Artist Information

Name of Performer or Group: _____

Contact Person: _____

Phone: _____ Email: _____

Names of any additional performers: _____

Performance Information

Venue:

☐ Kodak Hall ☐ Kilbourn Hall ☐ Hatch Recital Hall ☐ Howard Hanson Hall ☐ Other

Performance Date: _____ Rehearsal Date: _____

Performance Time: _____ Rehearsal Time: _____

Resources

KH Piano Preference: ☐ Steinway #941 ☐ Steinway #660

HRH Piano is Steinway #798

☐ No piano ☐ Harpsichord ☐ Screen

☐ Chairs (# of chairs _____) ☐ Stands (# of stands _____)

☐ *ESM Percussion equipment (Percussion Contact: _____ Phone: _____)

☐ Departmental needs OR ☐ Additional Information

Technology & Media Production

Please note:

- All performances will be captured archivally unless a faculty member requests otherwise.
- All performances will be live-streamed unless otherwise requested.

Would you like this performance to be live-streamed? ☐ Yes ☐ No

☐ Do you need a speaker microphone or lectern for this event?

☐ Do you plan to use any other amplification (instrument mics, amps, etc.)?

☐ Will you be playing and pre-recorded audio during your performance?

☐ Will you be playing any video(s) during your performance?

☐ Will you be showing a presentation or any other visuals that require projection during your event?

Please provide a detailed technology request: _____

Program Information

Please note that the Concert Office does NOT produce programs for ECMS or department masterclasses.

Estimated Program Total Duration: _____

Intermission Length: ☐ 10 minutes ☐ 15 minutes

After which selection will there be an intermission?

[illegible]

Online Listing Information

Personal Links: _____

Additional Information: _____

Staging Diagrams and Information

If additional space is needed, please use the 'Additional Notes' section on the final page.

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

PIANO



CHAIR



STAND



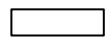
HARPSICHORD



BASS STOOL



PIANO BENCH



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: _____

Additional Notes/ Diagrams: