

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 housemanager@esm.rochester.edu.

Please note:

- The hall will be available to performers 30 minutes prior to the scheduled start time, and doors will open 15 minutes prior for the audience to find their seats.
- *For ticketed FAS concerts - doors will open 30 minutes prior to the scheduled start time*

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

[illegible]

HATCH RECITAL HALL STAGING DIAGRAM

Please use one (1) copy for EACH piece on your program. Draw how you would like the stage set up, using labels if needed. Use the following symbols to represent chairs, stands, and pianos:

Chair:



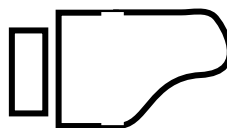
Stand:



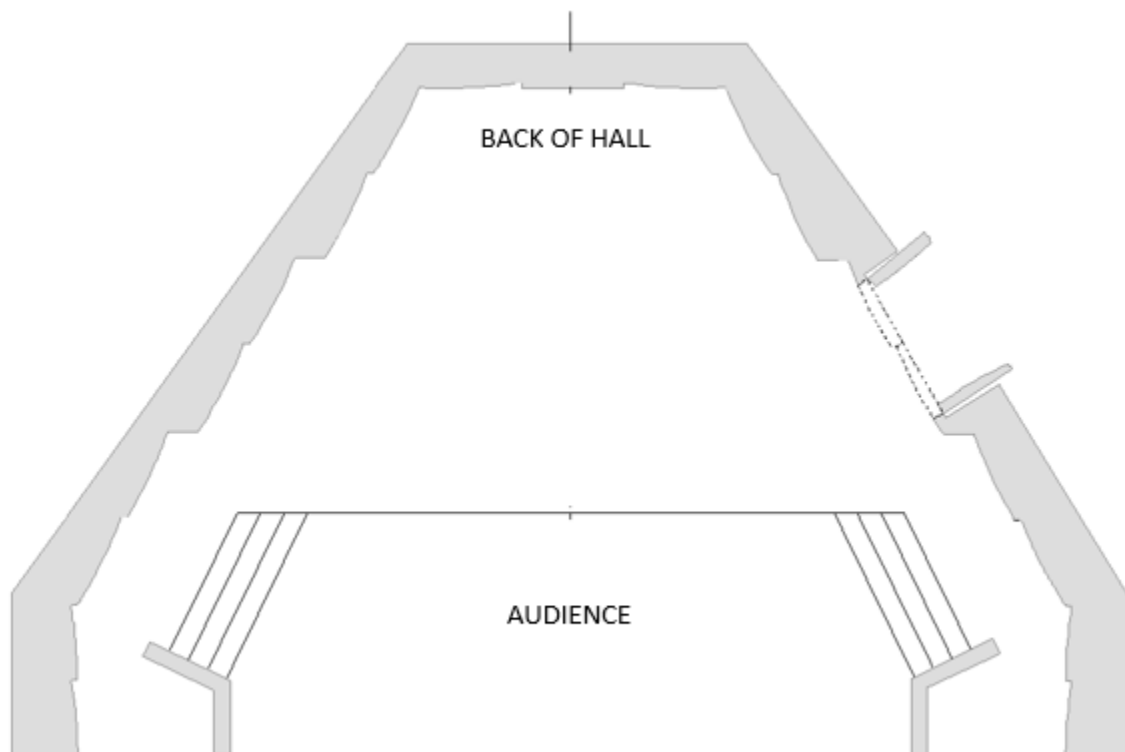
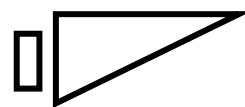
Bass Stool:



Piano:



Harpsichord:



Please fill out the following information:

Piece Name: _____

Order in The Program (1st, 2nd, etc.): _____

How long is it? _____

Number of Performers: _____

Number of Chairs: _____

Number of Stands: _____

Intermission? Yes / No - Please indicate the last piece performed before Intermission: _____

Page Turner's Chair? Yes / No

Piano Lid? Closed / Half-Stick / Full-Stick

Duo Piano? Yes / No

Please use the space below for additional comments/needs:

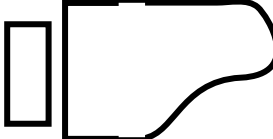
KILBOURN HALL STAGING DIAGRAM

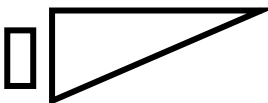
Please use one (1) copy for EACH piece on your program. Draw how you would like the stage set up, using labels if needed. Use the following symbols to represent chairs, stands, and pianos:

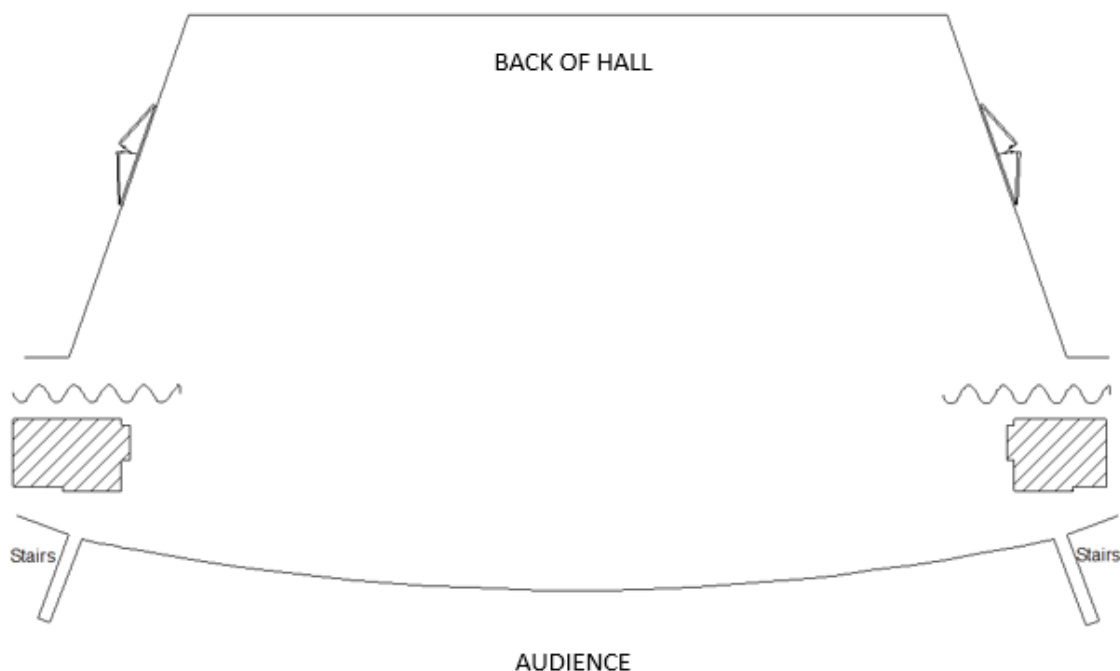
Chair: 

Stand: 

Bass Stool: 

Piano: 

Harpsichord: 



Please fill out the following information:

Piece Name: _____

Order in The Program (1st, 2nd, etc.): _____

How long is it? _____

Number of Performers: _____

Number of Chairs: _____

Number of Stands: _____

Intermission? Yes / No _____

Intermission? Yes / No - Please indicate the last piece performed before Intermission: _____

Page Turner's Chair? Yes / No _____

Piano Lid? Closed / Half-Stick / Full-Stick Duo Piano? Yes / No _____

Piano Preference

☐ Steinway #941

☐ Steinway #660

Please use the space below for additional comments/needs:

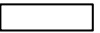
Online Listing Information

Personal Links: _____

Additional Information: _____

Additional Staging Diagrams and Information

Please use these spaces for concerts happening in Howard Hanson Hall, Ray Wright Room, etc

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: _____					