

# Eastman Student Degree Recital Form

For use by students--



**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 read and follow instructions carefully!**

## **Please note:**

- Ensembles greater than 10 must be approved by the Concert Office for all student recitals via a Large Ensemble Request Form.
  - HRH performances are limited to groups of 9 or fewer players.
  - KH is generally limited to 25 players, dependent on exact instrumentation and staging needs.
- Use of harpsichord, fortepiano, or prepared piano requires submission of a signed Instrument Request Form to the Instrument Office (ESM 505). This must be returned to the Instrument Office **4 WEEKS before the performance**.
- Piano lid removal is not available for student recitals.
- 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.
- All requests are subject to approval by the Concert Office.

## **Artist Information**

Name of Performer or Group: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Names of any additional performers: \_\_\_\_\_

## **Performance Information**

Venue: ☐ Kilbourn Hall ☐ Hatch Recital Hall

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 \_\_\_\_\_)

Would you like your recital to be live-streamed? ☐ Yes ☐ No

☐ Do you need a speaker microphone 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?

Will you have an ESM student photographer/ videographer at your event? ☐ Yes ☐ No

☐ Please provide a detailed technology request: \_\_\_\_\_

Estimated Program Total Duration: \_\_\_\_\_







Intermission Length: ☐ 10 minutes ☐ 15 minutes

After which selection will there be an intermission? \_\_\_\_\_

[illegible]

## 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 
<b>1<sup>st</sup> Selection/Set</b> _____ Timing of Piece: _____ Number of Performers: _____ Number of Stands: _____ Number of Chairs: _____ Page Turner Chair: yes    no Piano Lid Position: Full   ½ Stick   Closed <b>Other:</b> _____					
<b>2<sup>nd</sup> Selection/Set</b> _____ Timing of Piece: _____ Number of Performers: _____ Number of Stands: _____ Number of Chairs: _____ Page Turner Chair: yes    no Piano Lid Position: Full   ½ Stick   Closed <b>Other:</b> _____					
<b>3<sup>rd</sup> Selection/Set</b> _____ Timing of Piece: _____ Number of Performers: _____ Number of Stands: _____ Number of Chairs: _____ Page Turner Chair: yes    no Piano Lid Position: Full   ½ Stick   Closed <b>Other:</b> _____					
<b>4<sup>th</sup> Selection/Set</b> _____ Timing of Piece: _____ Number of Performers: _____ Number of Stands: _____ Number of Chairs: _____ Page Turner Chair: yes    no Piano Lid Position: Full   ½ Stick   Closed <b>Other:</b> _____					
<b>5<sup>th</sup> Selection/Set</b> _____ Timing of Piece: _____ Number of Performers: _____ Number of Stands: _____ Number of Chairs: _____ Page Turner Chair: yes    no Piano Lid Position: Full   ½ Stick   Closed <b>Other:</b> _____					

**Additional Notes/ Diagrams:**