

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 both housemanager@esm.rochester.edu and concertprograms@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 4 WEEKS before the performance.
 - 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 _____)

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:



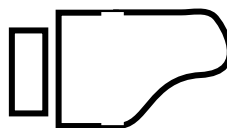
Stand:



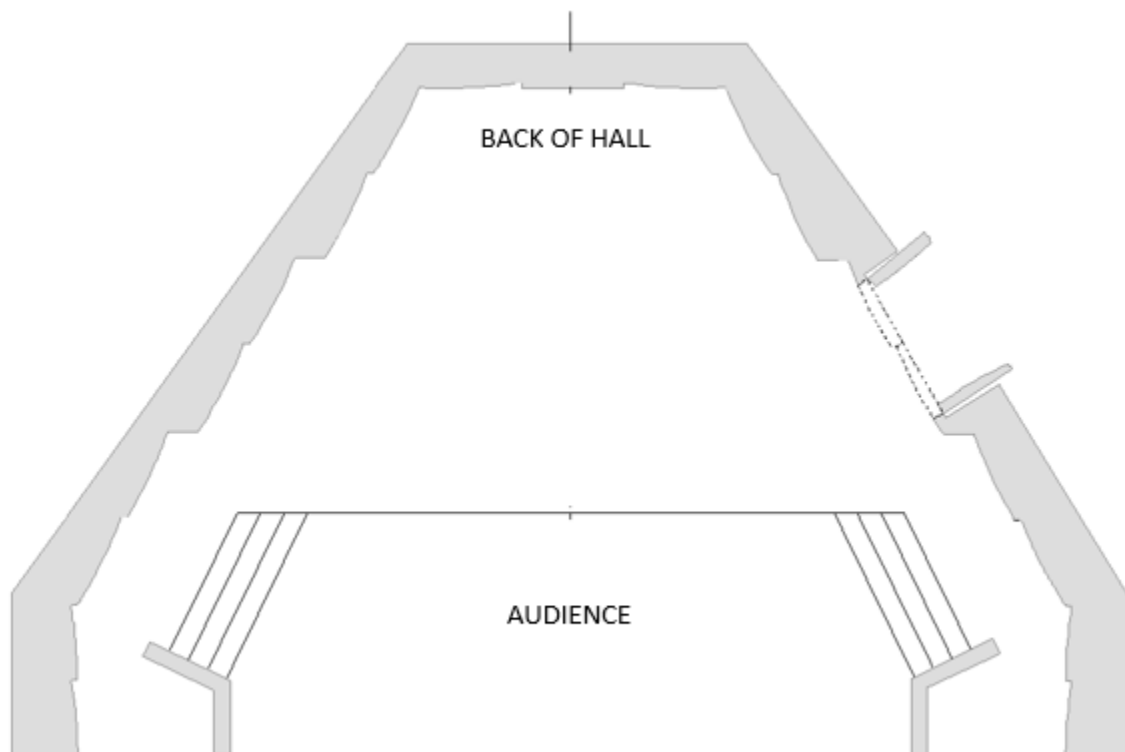
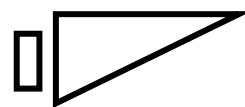
Bass Stool:



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 Duo Piano? Yes / No

Please use the space below for additional comments/needs:

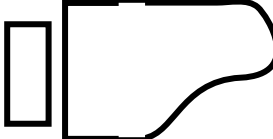
KILBOURN HALL STAGING DIAGRAM

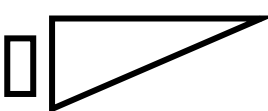
Please use one (1) copy for EACH piece on your program. Draw how you would like the stage set up, using labels if needed. Use the following symbols to represent chairs, stands, and pianos:

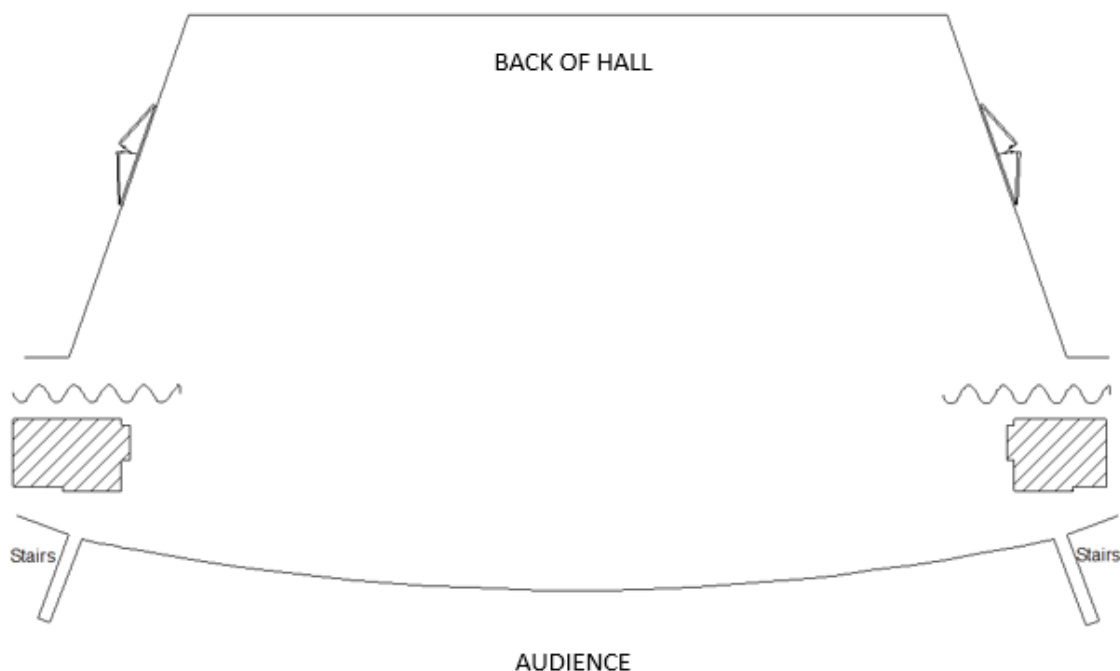
Chair: 

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:

Supplemental 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: _____					
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: _____					