**Please note:**

- Ensembles greater than 10 must be approved by the Concert Office for all student and faculty recitals via a Large Ensemble Request Form. Hatch performances are limited to groups of 9 or less players. Kilbourn is generally limited to 25 players, dependent on exact instrumentation and staging needs.
- Use of harpsichord, fortepiano Positiv Organ, or prepared piano requires submission of a signed Instrument Request Form to the Instrument Office (ESM 505) THREE WEEKS before the performance.
- Piano lid removal is not available for student recitals. For faculty performances, please submit a request to the Instrument Office no less than THREE WEEKS before the performance (and preferably at the time of scheduling). Piano lid removal makes the instruments more vulnerable and may not always be possible, even with legitimate cause, depending on the overall event schedule.
- All requests are subject to approval by the Concert Office.
- This form must be submitted to the Concert Office THREE WEEKS before the performance.

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### PROGRAM/STAGING INFORMATION

#### ARTIST INFORMATION

Name of Performer or Group:
___________________________________________

Contact Person: ____________________________

Phone: ____________________________

Email: ____________________________

Names of Soloists, Guests, and Conductor:
____________________________________________

____________________________________________

____________________________________________

#### PERFORMANCE INFORMATION

Performance Date: ____________ Time: _________

Rehearsal Date: ____________ Time: _________

Venue: □ Kilbourn Hall
     □ Hatch Recital Hall
     □ Ray Wright Room
     □ Howard Hanson Recital Hall
     □ Ciminelli Lounge
     □ Other ____________

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#### RESOURCES

- Steinway #941
- Steinway #660
- Steinway #798 (Hatch Recital Hall)
- No Piano
- Harpsichord
- Positiv Organ
- Chairs (# of chairs ___)
- Stands (# of stands ___)
- *Choral Risers (# of risers ___)
- *Jazz Risers
- Podium
- Lectern
- *ESM Percussion equipment
  (Percussion Contact: ______________________)
- Other (please specify):

*availability cannot be guaranteed

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#### AUDIO/VISUAL INFORMATION

- Sound Reinforcement
- Microphone (instrument) quantity:
- Microphone (speaking) Lectern or mic stand? _________________

Please provide a detailed Audio/Visual request:
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
NAME: __________________________ PERFORMANCE DATE & TIME: __________________________

Use one box for each piece on your program. You may copy this form and use additional sheets if your performance exceeds 5 stage changes.

<table>
<thead>
<tr>
<th>Please use the following symbols to help illustrate your set-ups:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIANO</td>
</tr>
<tr>
<td>🎵</td>
</tr>
</tbody>
</table>

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: ________________________

Is there anything else the stage managers, ushers, or house manager should know? If so, write below:

________________________________________

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