

STAGING FORM for FACULTY ARTIST RECITAL

TODAY'S DATE: _____

NOTE:

- This form must be submitted to the Concert Office **THREE WEEKS** before the recital or dress rehearsal.
- Use of harpsichord, fortepiano or Positiv Organ requires submission of a signed **Instrument Request Form** to the Instrument Office (ESM 505) **THREE WEEKS** before the performance.

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
 - ESM120
 - Howard Hanson Hall
 - Ciminelli Lounge
 - Other _____

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*

AUDIO/VISUAL INFORMATION

- Sound Reinforcement
- Microphone (instrument) quantity:

- Microphone (speaking) Lectern or
mic stand? _____

Please provide a detailed Audio/Visual
request:

Will there be CD Sales? yes no
If so, how much is each CD? \$ _____

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STAGING INFORMATION

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.

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

PIANO 

 CHAIR 

 STAND 

 HARPSICHORD 

 BASS STOOL 

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: _____