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

<table>
<thead>
<tr>
<th>Name of Performer or Group:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Names of Soloists, Guests, and Conductor:</td>
<td></td>
</tr>
</tbody>
</table>

#### PERFORMANCE INFORMATION

<table>
<thead>
<tr>
<th>Performance Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehearsal Date:</td>
<td>Time:</td>
</tr>
<tr>
<td>Venue:</td>
<td></td>
</tr>
</tbody>
</table>

### AUDIO/VISUAL INFORMATION

<table>
<thead>
<tr>
<th>Sound Reinforcement</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Microphone (instrument) quantity:</td>
<td></td>
</tr>
<tr>
<td>Microphone (speaking) Lectern or mic stand?</td>
<td></td>
</tr>
</tbody>
</table>

Please provide a detailed Audio/Visual request:

<table>
<thead>
<tr>
<th>Will there be CD Sales?</th>
<th>yes</th>
<th>no</th>
</tr>
</thead>
<tbody>
<tr>
<td>If so, how much is each CD?</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>
**STAGING FORM for FACULTY ARTIST RECITAL**

**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.

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