



**TODAY'S DATE** \_\_\_\_\_

**REQUEST TO USE LARGE ENSEMBLE FOR STUDENT RECITAL**

***Please note:***

- The Kilbourn Hall stage extension is not set up or removed for student recitals
- Both pianos remain on stage for student recitals.
- Set-up for a large ensemble must be done within the 30-minute warm-up prior to the start of the recital. Teardown (this includes percussion and any additional equipment) must be completed within the remaining time of the recital slot. Due to other scheduled events in the hall and to be equitable to all students, no additional time is allowed.
- All requests are subject to approval by the Concert Office.

I have read the paragraph above regarding large ensemble requests.

Student's signature: \_\_\_\_\_ Student's name (print) \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Date/Time of Recital \_\_\_\_\_

Date/Time of Dress Rehearsal \_\_\_\_\_

Piece to be performed \_\_\_\_\_ Timing of piece \_\_\_\_\_

Number of players in ensemble \_\_\_\_\_ Conductor: \_\_\_\_\_

Will sound reinforcement be used? \_\_\_\_\_ T&MP? \_\_\_\_\_ Computer Music? \_\_\_\_\_

Description of electronics use \_\_\_\_\_

Will percussion be used? \_\_\_\_\_ Name of percussionist \_\_\_\_\_ Email \_\_\_\_\_

List percussion equipment \_\_\_\_\_

***Please draw a staging diagram on the back of this form of the piece(s) being performed (be sure to include the largest possible set-up). Also include placement of any percussion, electronics, or sound reinforcement.***

Approved by Concert Office       Not Approved by Concert Office