INFORMATION AND ARRANGEMENTS

Name of Artist/Ensemble: ____________________ Recital/Series: ____________________

Scheduled for: ____________________

Month Date Year ____________________

Day of the Week Time: ____________________

Location: 
☐ Beall Concert Hall ☐ Room 163 ☐ Other ____________________

Traditional time for set-up is arranged as follows:
- Student Recitals: One (1) hour prior to concert time
- Other concerts: One and a half (1 1/2) hours prior to concert time

NOTE: Additional time for set-ups must be made with the concert manager.

Contact Name: ____________________ E-mail: ____________________

(Print clearly)

Address: ____________________ Phone: ____________________

Street/Office City State Zip Code

- STAGE PLAN -

☐ Lectern ☐ with / ☐ without microphone
☐ Music stands (No. ____________________)
☐ Chairs (No. ____________________)

☐ Grand Piano & Bench - (Piano technician, rm 102, ext. 3793, must sign below before piano is reserved)

Preferred instrument: ____________________

☐ Harpsichord/Organ
(Barbara Baird, rm 162B, ext. 3791, must sign below before reservation is honored)

Preferred instrument: ____________________

☐ Announce Microphone
☐ Conductor’s Podium
☐ Sound Screens ☐ hard side ☐ soft side
☐ Choir risers (No. People ________)
☐ Platforms 8” _____ 16” _____ 24” _____

☐ Special audio/electronic needs - (See sound engineer, Rm 191, ext. 5659, and get signature for approval. This is required only if you need equipment above and beyond a standard recording or announce microphone.)

☐ Other: ____________________

☐ Performance to be Recorded? ☐ Yes ☐ No

Reception? ☐ Yes ☐ No Live-stream? ☐ Yes ☐ No

Please schedule with David Mason.

PLEASE READ ALL INFORMATION AND COMPLETE THE CHECKLIST ON BACK OF THIS FORM
GENERAL NOTES

☐ Talk over this form with Rick Blake in room 177.
☐ Return completed form to the reception desk to:
  - Alan Philips IF using piano
  - Rick Blake IF NOT using piano
☐ Talk over arrangements with Concert Manager in room 121G.
☐ For student recitals turn in program copy to the undergrad or graduate office no later than two weeks prior.
☐ You must provide 1 usher for your student recital.