

## Concert Staging Information

Name\_\_\_\_\_ Telephone\_\_\_\_\_

E-mail \_\_\_\_\_

Location\_\_\_\_\_ Date\_\_\_\_\_ Time\_\_\_\_\_

The stage manager, recording technician and livestream camera operator will report to the hall one hour before the performance is scheduled to begin. Levels for the recording will be set and stage changes arranged at this time.

**Stage changes:** (Moving instruments, adding/removing chairs, etc.) Please limit your changes as much as possible, as this is time-consuming and contributes to a restless audience. (Students: you may be charged extra for excessive moves requiring additional personnel.) For conducting or composition recitals or ensemble concerts, the performer must supply stage help for moves.

Piano music desk: \_\_\_on \_\_\_off

Page turner chair? \_\_\_yes When?\_\_\_\_\_

Number of: chairs?\_\_\_\_\_ music stands?\_\_\_\_\_

Length of intermission:\_\_\_\_\_ minutes

Do you need a keyboard instrument other than piano? \_\_\_yes \_\_\_no

Do you need a microphone onstage? \_\_\_yes \_\_\_no

Do you need to use an LCD projector? \_\_\_yes \_\_\_no

Do you have any special lighting needs? \_\_\_yes \_\_\_no

Any other needs that haven't been mentioned? Please describe:

Please note: your stage manager will NOT be available to turn pages, operate a laptop for playback or a slideshow, etc.

If helpful, please draw a diagram of the stage setup on the back of this form. This form is due to Kevin Harbison in the Audio Office (S218) **at least two weeks prior** to your performance or we cannot guarantee that your staging needs can be met. Thanks for your help in making your event run as smoothly as possible!