Recital Staging Information
(Note: There is no stage manager present for Academy recitals.)

Name________________________________________ Telephone________________________
E-mail address______________________________________________
Location_______________ Date______________ Time______________
Degree________________________ Instrument____________________

The front doors of the performance hall will remain locked until 15 minutes before student recitals. The stage manager and recording technician 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.

REQUESTED INSTRUMENTS: (Grusin Music Hall only - should a chosen instrument not be available at the time of performance, a suitable substitute will be made by the tuning staff.)

_____Steinway #1      _____Steinway #3      _____Harpsichord      _____Organ

Piano lid: __ up __ down  Music rack: __ on __ off
Page turner chair? __yes   When? ________________________________
(Please note: Your stage manager will NOT be available to turn pages.)

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. You may be charged extra for excessive moves requiring additional personnel. For conducting or composition recitals, the performer must supply stage help for moves.

Number of:  chairs? _______  music stands? _______
Length of intermission: __________ minutes (10 is normal)

Other requirements: Please draw a diagram of the stage on the back of this form, and notify Kevin Harbison if additional personnel might be required (for sound reinforcement, etc.) in the Audio Office (C161) or at 303-492-5367.

Signature________________________________________ Date__________________

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