

CONCERT STAGING INFO

Name _____

Phone _____

Email _____

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:

*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!

