

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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