Iowa State University Department of Music and Theatre
Martha-Ellen Tye Recital Hall
Facilities Request Form

Legal Name: ________________________________ Date: ________________

ISU #: __________________ ISU Email: _____________________________
(Middle Nine Digits)

Type of performance or ensemble: _________________________________

Performance Date: ____________________ Time: ________________

Dress Rehearsal Date: ____________________ Time: ________________

Will technical support be needed for dress rehearsal? Yes No

If yes, please list what is needed: ______________________________________

__________________________________________

__________________________________________

Check needed equipment/instruments:

_____ Grand Piano (B-7)  _____ Organ

_____ Grand Piano (D-9)  _____ Harpsichord

_____ Stands  Amount: _____  _____ Audio/Video System (will require Sound Engineer)

_____ Chairs  Amount: _____  _____ Other: _____________________________

The department will provide two (2) stage managers to assist in the presentation of the program. They will be responsible for opening the recital hall one hour before curtain, making sure the stage and lighting are adjusted to your needs, assist onstage, and lock up the recital hall at the end of the performance.

*Students will be charged the stage manager and recording engineer staff service fees. These fees will be covered by enrollment in Music 420.