



ISU Department of Music and Theatre  
149 Simon Estes Music Hall  
2427 Union Drive  
Ames, IA 50011  
(515) 294-3831

**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 mangers 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.