

Facilities Request Form
Request Form for Recital Hall Performances and Rehearsals

Please return this form at least **THREE WEEKS** in advance of your **DRESS REHEARSAL AND PERFORMANCE** dates to ensure that the requested support can be provided. Return this form to Larry Curry in room 145.

Today's Date: _____

Name/Phone #: _____ E-Mail: _____

Type of Performance or Ensemble: _____

Performance Date: _____ Time: _____

Dress Rehearsal Date: _____ Time: _____

Please describe in detail the technical requirements necessary to support your program on the back side of this page. It would be helpful if you would sketch out a diagram of your stage setting requirements. Will you need technical support for your dress rehearsal? ____

Check needed equipment/instruments:

- _____ Grand Piano (B-7)
- _____ Grand Piano (D-9)
- _____ Stands, Number _____
- _____ Chairs, Number _____
- _____ Organ
- _____ Harpsichord
- _____ Audio/Video System (The A/V system will require an operator)
- _____ Other (please list)

The Music Department will provide two stage managers to assist in the presentation of your program. He/she will be responsible for opening up the recital hall **one hour** before curtain, making sure the stage and lighting is adjusted to your needs and assist in the onstage changes during the program and locking the recital hall up at the end of the performance.

NOTE: Students will be charged for the services of the stage manager as well as recording engineer staff as part of their performance requirements. The charges will be against their U-bill account.