# EASTMAN CONCERT STAGING FORM

*TODAY'S DATE*: _____

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**Please note:**
- Ensembles greater than 10 must be approved by the Concert Office for all student and faculty recitals via a Large Ensemble Request Form. Hatch performances are limited to groups of 9 or less players. Kilbourn is generally limited to 25 players, dependent on exact instrumentation and staging needs.
- Use of harpsichord, fortepiano Positiv Organ, or prepared piano requires submission of a signed Instrument Request Form to the Instrument Office (ESM 505) THREE WEEKS before the performance.
- Piano lid removal is not available for student recitals. For faculty performances, please submit a request to the Instrument Office no less than THREE WEEKS before the performance (and preferably at the time of scheduling). Piano lid removal makes the instruments more vulnerable and may not always be possible, even with legitimate cause, depending on the overall event schedule.
- All requests are subject to approval by the Concert Office.
- **This form must be submitted to the Concert Office THREE WEEKS before the performance.**

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## PROGRAM/STAGING INFORMATION

### ARTIST INFORMATION

Name of Performer or Group:

_____

Contact Person: _____

Phone: _____

Email: _____

Names of Soloists, Guests, and Conductor:

_____

_____

_____

### PERFORMANCE INFORMATION

Performance Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Venue:
- □ Kilbourn Hall
- □ Hatch Recital Hall
- □ Ray Wright Room
- □ Howard Hanson Recital Hall
- □ Ciminelli Lounge
- □ Other _____

### RESOURCES

- ❑ Steinway #941
- ❑ Steinway #660
- ❑ Steinway #798 (Hatch Recital Hall)
- ❑ No Piano
- ❑ Harpsichord
- ❑ Positiv Organ
- ❑ Chairs (# of chairs ____)
- ❑ Stands (# of stands ____)
- ❑ *Choral Risers (# of risers ____)
- ❑ *Jazz Risers
- ❑ Podium
- ❑ Lectern
- ❑ *ESM Percussion equipment
  (Percussion Contact: _____)
- ❑ Other (please specify):

_____

*availability cannot be guaranteed*

### AUDIO/VISUAL INFORMATION

- ☐ Sound Reinforcement
- ☐ Microphone (instrument) quantity: _____
- ☐ Microphone (speaking) Lectern or mic stand? _____

Please provide a detailed Audio/Visual request:

_____

_____

_____

**NAME:**_____**PERFORMANCE DATE & TIME:** _____

Use one box for each piece on your program. You may copy this form and use additional sheets if your performance exceeds 5 stage changes.

**Please use the following symbols to help illustrate your set-ups:**

| PIANO | CHAIR | STAND | HARPSICHORD | BASS STOOL | PIANO BENCH |
|-------|-------|-------|-------------|------------|-------------|

**1ˢᵗ Selection/Set**_____
Timing of Piece:_____
Number of Performers:_____
Number of Stands:_____
Number of Chairs:_____
Page Turner Chair:  yes    no
Piano Lid Position: Full  ½ Stick  Closed
**Other:**_____

**2ⁿᵈ Selection/Set** _____
Timing of Piece:_____
Number of Performers:_____
Number of Stands:_____
Number of Chairs:_____
Page Turner Chair:  yes    no
Piano Lid Position: Full  ½ Stick  Closed
**Other:**_____

**3ʳᵈ Selection/Set** _____
Timing of Piece:_____
Number of Performers:_____
Number of Stands:_____
Number of Chairs:_____
Page Turner Chair:  yes    no
Piano Lid Position: Full  ½ Stick  Closed
**Other:**_____

**4ᵗʰ Selection/Set** _____
Timing of Piece:_____
Number of Performers:_____
Number of Stands:_____
Number of Chairs:_____
Page Turner Chair:  yes    no
Piano Lid Position: Full  ½ Stick  Closed
**Other:**_____

**5ᵗʰ Selection/Set** _____
Timing of Piece:_____
Number of Performers:_____
Number of Stands:_____
Number of Chairs:_____
Page Turner Chair:  yes    no
Piano Lid Position: Full  ½ Stick  Closed
**Other:**_____

Is there anything else the stage managers, ushers, or house manager should know? If, so, write below:

_____

_____

_____