

_____ prior to the event date to guarantee that a stage and recording crew and piano tuning is scheduled

EVENT DATE ____/____/____ TIME _____ am pm
NAME _____
CONTACT PHONE _____ - _____
CONTACT EMAIL _____

***RECORDING NEEDED?: Yes or No LOCATION: Auditorium or Recital Hall
***STAGE CREW NEEDED: 1 2 more _____

EQUIPMENT REQUESTED (check all that apply):

____ music stands # ____ ____ chairs # ____ ____ baffles ____ risers
____ piano (newer Steinway) ____ piano (older Steinway) ____ harpsichord
____ lectern mic ____ PA w/ mic ____ PA w/ playback
____ other (specify) _____ ____ tables ____ organ ____ podium

STAGE SET-UP DIAGRAM

To be completed for all TTU events that require a stage crew.

Approximate length of event: _____

Will there be a reception: **yes** **no**

If yes, indicate location and what arrangements (furniture, etc.) that you require.

Auditorium curtain position: **fully extended** **half** **open**

Please sketch the first set below: (attach additional set changes in concert order to the back of this form)

BACK OF STAGE

ORCHESTRA PIT

AUDIENCE