Concert, Recital, Rehearsal Set-Up Form

To be used for every event using facilities of the Bryan Fine Arts Building. Please use one form for each event. This form must be received in the equipment room at least two weeks prior to the event date to guarantee that a stage and recording crew and piano tuning will be 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)___harpichord
___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