

## Stage Manager and Recording Tech Request Sheet

THIS FORM MUST BE TURNED IN TWO WEEKS PRIOR TO YOUR RECITAL DATE TO SECURE A STAGE TECHNICIAN AND/OR A RECORDING TECHNICIAN

Return this form two weeks in advance of your recital to Michael LaRoche's mailbox in the main office.

Today's date: \_\_\_\_\_ Date of recital: \_\_\_\_\_

Time of recital: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Instrument (s): \_\_\_\_\_

Applied Professor: \_\_\_\_\_

### Circle answers:

Y / N Do you require a Recording Technician? If yes, please list the media you plan to bring below for the recording technician:

Y / N Will a piano be used? If "yes" which piano is to be used:  
Steinway with side rails \_\_\_\_\_ Steinway w/out side rails \_\_\_\_\_  
Lid position: Tall Stick \_\_\_\_\_ Short Stick \_\_\_\_\_ Closed Lid \_\_\_\_\_

Y / N Will you require major stage changes (i.e.: moving harpsichord, 2 pianos, etc.)?

Please note:

- Attach a program, illustrating any specific stage changes for each selection in the recital.
- Stage will be set during the reserved hour prior to each recital.
- Stage manager will be backstage at least 15 minutes prior to the recital. If no stage changes are attached to this form, discuss those changes at that time
- Recording Techs will only record on the media you provide. You may drop these items off ahead of time (at least 2 days) by putting them in Michael LaRoche's mailbox or just bring them to your recital and hand them directly to the recording technician.
- We currently can record to the following Audio media types: CD (please bring 2), DAT, ProTools multitrack files (you must provide file transfer media)
- We currently can record to the following Video media types: DVD (any format, but -R seems to work best), VHS, SVHS, mini DV.

