

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) ____ 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