Event Tech/Set-Up Form

CONTACT INFORMATION

Contact Name: ___________________________ Phone Number: ___________________________
Organization or Ensemble Name: ___________________________ Complete Email: ___________________________
Faculty Contact: ___________________________

EVENT INFORMATION

Performance Title: ___________________________ Event Date: ___________________________
Event Type: ___________________________ Event Time: ___________________________

EVENT SUPPORT

Equipment Quantity Description Instrumentation Details

Stands: ☐ __________ Yamaha Piano: ___________________________
Chairs: ☐ __________ Steinway Piano: ___________________________
Tables: ☐ __________ Harpsichord (Prior written approval required): ___________________________
Podium: ☐ __________ Organ: ___________________________
Choir Risers: ☐ __________ Percussion: ___________________________
Microphones: ☐ __________ Upright Piano: ___________________________
Audio Playback: ☐ __________ Amplified Source: ___________________________
Projection: ☐ __________ Other (e.g. carpet, shell adjustment, etc): ___________________________

PLEASE NOTE: If you intend to use any prepared piano, which includes anything other than playing the keys with human hands, this must be submitted in writing. (may be attached to this form).

Additional Event Support Needs including any special lighting requirements:

STAGE SET UP (PLEASE SKETCH DESIRED STAGE SET UP IN DIAGRAM BELOW)*

Upstage Left ___________________________ Upstage Right ___________________________

Audience

*PLEASE NOTE: If stage set-up changes during program, indicate those changes on the back of this page.

THIS MUST BE TURNED IN TO MU 129 NO LATER THAN 14 DAYS PRIOR TO YOUR EVENT.