

Date Submitted: _____

RECITAL SET-UP REQUEST

(Not valid unless submitted at least a full week before your recital.)

Name: _____ Phone Number: _____ Teacher: _____

Recital Date: _____ Time: _____ Hall: _____

Dress Rehearsal Date: _____ Time: _____

Recital Type: Solo _____ Ensemble _____ Instrument _____ (check one)

Ensemble Manager: _____

PIANO NEEDED: yes _____ no _____

(Indicate preference below)

Auer Hall _____

Hamburg Joshi _____ New York Harold _____ 7foot non-traditional play _____

Ford Hall _____

New York Steinway _____ Hamburg Steinway _____

Recital Hall _____

Robert _____ Old New York Steinway _____

Other Equipment: _____ No. of Chairs _____ No. of Stands _____ Podium _____

_____ **Special equipment or amplification: Call WAYNE JACKSON, 5-2020**

HARPSICHORD _____ ORGAN _____: SEE DAVID JENSEN, MA067

Please read the following:

- 1. A set-up assistant will be available 30 minutes before the recital.**
- 2. For groups exceeding 15, there must be an ensemble manager other than you.**
- 3. Return this form to M220 (Auer Hall Box Office)**
- 4. Please provide a Recital Diagram on the back of this form.**
- 5. REMINDER: No food or drink allowed in the halls at any time.**
- 6. No set-up assistant provided for dress rehearsals.**
- 7. Pianos must be covered at all times when moving to/from backstage areas.**

THERE ARE NO HARPSICHORDS IN THE RECITAL HALLS. IF YOU NEED A HARPSICHORD FOR A HEARING, REHEARSAL, OR PERFORMANCE IN ANY RECITAL FACILITY YOU MUST REQUEST THE INSTRUMENT YOU NEED FROM THE PIANO SHOP, MA067.

PLEASE CONTACT ANDY STOUTE/RECITAL HALLS COORNIATOR FOR ANY QUESTIONS OR PROBLEMS. EMAIL: ASTOUTE@INDIANA.EDU / TELEPHONE: 855-9862