

**UNIVERSITY OF TENNESSEE
SCHOOL OF MUSIC
RECITAL/CONCERT STAGE SET-UP REQUIREMENTS**

*Return this form to the auditorium manager, Chris Jerger (101E NHMC, cjerger@utk.edu)
no later than two (2) weeks prior to the date of the recital.*

*Student recital performers must obtain their own personnel to usher and distribute programs.
Programs are placed in the Major Professor's mailbox in the Music office.*

*CD's of your performance will be available from the auditorium manager 3-5 days after your
performance.*

Name: _____

Instrument/Voice range: _____

Performance date: _____

Performance time: _____

E-mail: _____

Phone: _____

Classification of recital:

<input type="checkbox"/> Junior	<input type="checkbox"/> Faculty
<input type="checkbox"/> Senior	<input type="checkbox"/> Guest
<input type="checkbox"/> Graduate	<input type="checkbox"/> Ensemble
<input type="checkbox"/> Other	_____

Choose one of the following:

I realize that I am responsible for securing help to move stage equipment during my performance.

Indicate all equipment needs:

<input type="checkbox"/> Piano	Number: _____
<input type="checkbox"/> Harpsichord	
<input type="checkbox"/> Music Stands	Number: _____
<input type="checkbox"/> Chairs	Number: _____
<input type="checkbox"/> Podium	

Special Lighting requirements:

Special Sound requirements: (monitors, mics, etc)

Note: Special sound and lighting requirements must be discussed in advance with the Auditorium Coordinator. (Chris Jerger, 974-5110)

In the space below, please draw a diagram of the stage set-up you need. Include the position of the piano, chairs, music stands, and any other equipment requested.