

Date Submitted: \_\_\_\_\_

## RECITAL SET-UP REQUEST

*(Not valid unless submitted at least a full two weeks before your recital. Please click the “Email Completed Form” button when finished.)*

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 \_\_\_\_\_ 7 Foot Non-traditional play \_\_\_\_\_

Ford Hall

New York Steinway \_\_\_\_\_ Hamburg Steinway \_\_\_\_\_

Recital Hall

New NY Steinway \_\_\_\_\_ Old New York Steinway \_\_\_\_\_

Other Equipment: \_\_\_\_\_ No. of Chairs \_\_\_\_\_ No. of Stands \_\_\_\_\_ Podium \_\_\_\_\_

Basic Microphone for Auer or Recital Halls: email [astoute@indiana.edu](mailto:astoute@indiana.edu)

Special equipment or amplification: email [audio@indiana.edu](mailto:audio@indiana.edu)

Computer related equipment: email [musicits@indiana.edu](mailto:musicits@indiana.edu)

Screen in Auer Hall: email [astoute@indiana.edu](mailto:astoute@indiana.edu)

Screens, portable audio racks, stand lights, any other special equipment: email [astoute@indiana.edu](mailto:astoute@indiana.edu) or [somfac@indiana.edu](mailto:somfac@indiana.edu)

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### **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 email [pnoshop@indiana.edu](mailto:pnoshop@indiana.edu)**

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