

Recital Technical Form

This form must be signed and turned in to Megan **AT LEAST** 10 days before your dress rehearsal. Turn in hard copy to FA119, or email PDF to gasca@nsuok.edu.
If you have questions about this form or need help, please set a meeting with Megan.

Group/Performer Name _____

Performance Date and Time _____

Please allow 1 hour prior to rehearsal or event start time for set up.

#1 Dress Rehearsal - Date: _____ **Time:** _____

#2 Dress Rehearsal - Date: _____ **Time:** _____

If more than two rehearsals are needed please place additional dates and times here:

Total Number of Performers _____

Venue (please circle) CPA Jazz Lab

Green Room Needed? (circle) Yes No

Notes/Special Requests for Green Room _____

Piano (please circle) Yes No

(Specify lid height beside each piece in your attached program)

Notes: _____

Shell (CPA Only)

Yes

No

Arrangement options (circle one):

Arrangement 1

Arrangement 2

Arrangement 3

Full Stage

2/3 of Stage

1/3 of Stage

3 Ceiling Shells

2 Ceiling Shells

1 Ceiling Shell

Risers (please circle)

Yes

No

Number of Levels/Rows _____

(Specify locations of furniture and microphones in your attached diagram)

Microphones

Number Standard: _____ Wireless Headset: _____

Does this recital need
to be recorded?
(please circle)

Yes

No

Notes: _____

Music Stands

Number _____

Chairs

Number _____

Monitors

Number _____

Lighting

(if different from standard, attach a separate lighting diagram - Megan can help you with this if needed)

Other Notes:

Attach to this form:

The form is not complete and **will not be approved** without these items attached.

- Set-Up Diagram (furniture, mic, and music stand arrangement)
- Performance Program (Title of pieces, in order, with performers listed)
- Lighting Diagram (**only** if different from standard)

Approval Signatures (required)

Dr. Jeffery Wall - Music Department Chair

Megan Gasca
Facilities Manager