

Event/Setup Worksheet (All Venue)

Office only:

Call In:

House:

Start:

Intermission:

End:

Out:

Performance (Event) Date: _____ Location: _____

Event START (Curtain) Time: _____ Event END Time: _____ Intermission (select): None 5min 10min 15min

Event Type/"Title": _____
JR/SR/GR Recital (INCLUDE "instrument"); Faculty/Guest Artist (INCLUDE performer); Concert (List ALL ensembles INCLUDING guest performers)

Performer (Contact): _____ Phone: _____

Performer (↑) email: _____ (Instructor/Sponsor) (↓) email: _____

(Instructor/Sponsor): _____ Phone: _____

Rehearsal Date(s) & Time(s): _____ (PRE-House Open) REHEARSAL/WARM-UP Time: _____

KEYBOARD REQUESTS (Please CHECK requested items and include counts or details as needed):

Requests for Piano or Harpsichord tuning should be made with the School of Music Piano Technician.

☐ Grand Piano Lid position: ☐ Full Stick ☐ Half Stick ☐ "Block" ☐ Closed ☐ Other _____

Indicate piano preference*: _____ ☐ REMOVE Music Desk (rack) from piano.

*ONLY Guest or Faculty Artist, Graduate Degree or All Piano Performance Recitals may select piano choice.

☐ Harpsichord ☐ Organ (Wiedemann Only) Requests for use of organ should be made with School of Music Organ Faculty.

☐ Page turner (Piano, Harpsichord, or Organ)

STAGING REQUESTS (Please CHECK requested items and include counts or details as needed):

☐ Music Stand(s) Number requested: _____ ☐ Stage Chair(s) Number requested: _____

☐ Conductors Podium ☐ DOUBLE Level ☐ SINGLE Level ☐ Conductors Stand

☐ Choral Risers Number requested: _____ ☐ Staging Platforms Setup configuration: _____

☐ Acoustical (Concert) Shell* (Miller Only)

*Acoustical Shell requires additional labor charges for setup & strike. Acoustical Shell is NOT AVAILABLE for student recitals.

☐ Lectern ☐ Stage Table(s)** Number requested: _____ Full Table (6' x 30") Number requested: _____ Half Table (6' x 18")

**Requests for tables may require submission of a work order to WSU Facility Services by event sponsor.

TECHNICAL REQUESTS (Please CHECK requested items and include counts or details as needed):

☐ Electrical power (on stage) Number connections requested: _____

Audio: (List any audio requests including microphones; audio monitors, playback & source material for playback):

Lighting (List any lighting requests): *Does NOT apply to student recitals*

Video (List any video presentation requests): *Arrangements should be made with WSU Media Resources Center as needed*

CFA STREAMING & RECORDING SERVICES REQUESTS:

(Select ONE): ☐ LIVestream (with Audio Reference) ☐ Audio Recording ONLY ☐ NONE

- LIVestream presentations will be to WSU School of Music YouTube page.
 - Instances may occur when a LIVestream presentation may be required to be to WSU School of Music (SoM) Facebook page.
 - LIVestream presentations may remain on associated SoM social media page unless a written removal request received.
- Audio Recordings are provided (to primary Performer) from a download share link from Dropbox.com following the event.
- CD of audio recording is available, but additional costs associated in production will be responsibility of the requesting contact.
- No physical archive copy of any LIVestream presentation nor student recital Audio Recording will be retained by any department or school within the College of Fine Arts.

OTHER (LOBBY) REQUESTS (Please CHECK requested items and include counts or details as needed):

☐ Lobby Table(s)** Number requested: _____ ☐ Lobby Chair(s) Number requested: _____

**SEE Stage Table note under Staging Requests section.

Other requests or event details:

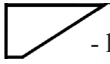
~ Please complete setup diagrams on reverse (page 2) ~

Setup Diagrams

Please indicate all setup diagrams as clearly as possible. Please complete a separate diagram for each *different* setup.

Please keep in mind fewer changes may be beneficial to the performance.

X - chair



- harpsichord



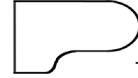
- lectern



- microphone



- monitor

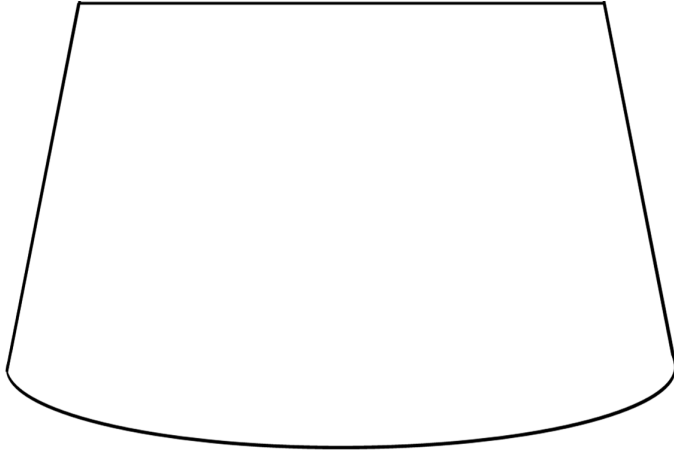


- piano

— - stand

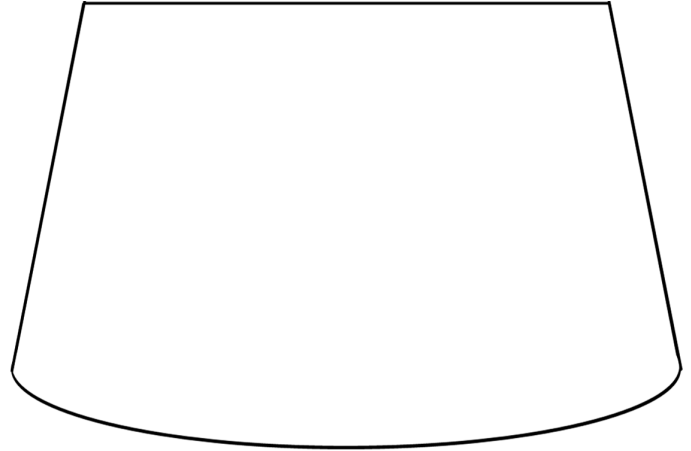
Setup 1: _____

Drawn by: _____ Revised by: _____



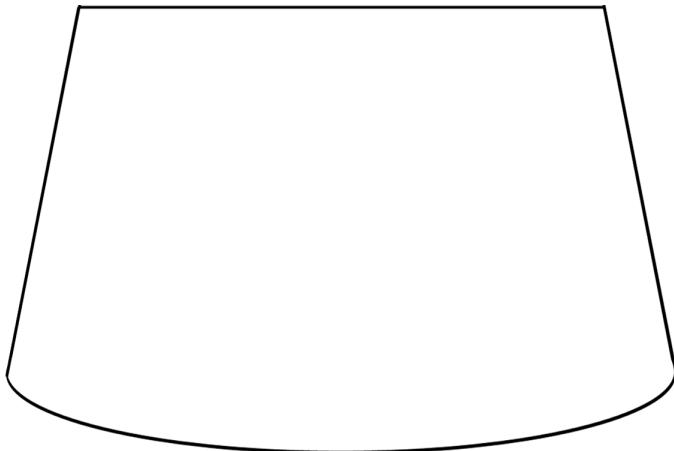
Setup 2: _____

Drawn by: _____ Revised by: _____



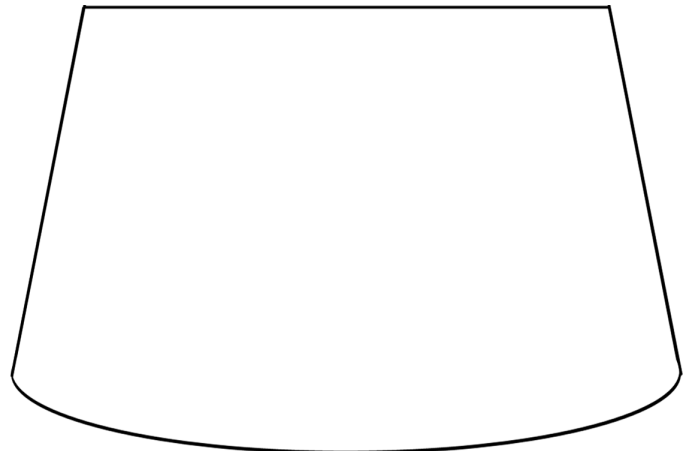
Setup 3: _____

Drawn by: _____ Revised by: _____



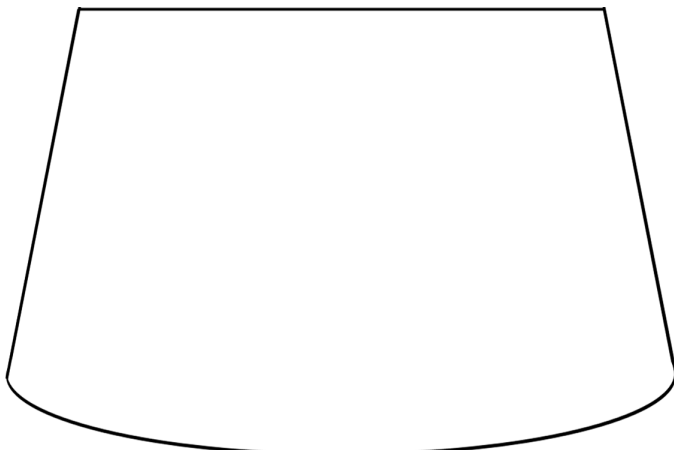
Setup 4: _____

Drawn by: _____ Revised by: _____



Setup 5: _____

Drawn by: _____ Revised by: _____



Setup 6: _____

Drawn by: _____ Revised by: _____

