

## Recital Technical Needs Form p. 1

**Instructions:** All fields of this form must be completed and submitted to the Music Department's Technician *at least four weeks before the scheduled recital date*. All additional audio, lighting, equipment, staging or other unusual technical needs must be specified in this form. If, in the opinion of the Music Department's Technician, a technical request is cannot be met, then the performer must revise his or her performance plans accordingly.

### Performer/Composer Information

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Recital Information

Type of Recital:

*(Senior/junior recital or project)*

Date of Recital:

Date of Dress Rehearsal:

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### Recital Repertoire

*List pieces in performance order or attach separate sheet*

### Technical Overview

Audio:

Lighting:

Other equipment:

*(instruments,  
chair, stands, etc.)*

# Recital Technical Needs Form p. 2

## Set Up Chart

*Sketch or describe initial set up and any subsequent changes in stage set-up*

## Recordings

I would like to have the following made during my recital and will attach a check, made out to "CSUSB Music Department" with the appropriate amount:

Free CD for myself and my instructor.  \_\_\_\_\_ Additional CD('s) (\$10 each)  DVD (\$25)

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## Approval

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Recitalist's Signature

Date

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Department Technician's Signature

Date