

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:

Recital Repertoire

List pieces in performance order or attach separate sheet

Technical Overview

Audio:

Lighting:

Other equipment:

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

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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)

Approval

Recitalist's Signature

Date

Department Technician's Signature

Date