

Recital Production Sheet

Please fill out and return to Stage Manager Anna Richardson's Office **(B07) TWO WEEKS BEFORE YOUR**

DRESS REHEARSAL. This ensures that your recital can be adequately staffed and prepared for.

Note: we **cannot guarantee** stage crew if your recital is held after classes have ended or during/after finals week. **Reminder:** everyone gets **90 minutes** for dress rehearsals and recitals and you **must end on time**.

Recital bookings cannot be used for recordings or practice time.

For questions, or to submit this form digitally, email Anna at: **annagr@bu.edu**

Performer(s) Name, Email, Phone #:		Instrument:
Dress Rehearsal Date and Time:		Recital Date and Time:
Location (circle one): MARSHALL ROOM CONCERT HALL		
Using a Piano? (circle one): YES NO Piano #1 is now the default recital piano in the Concert Hall. Please indicate if you need two pianos, the Kawai for prepared piano, or a harpsichord by circling below. 2 PIANOS PREPARED PIANO* HARPSICHORD**		Piano Stick (circle) FULL HALF BOTH N/A <small>Please indicate any stick changes on your stage setup drawing.</small>
Total Stands Needed:	Total Chairs Needed:	Intermission Length:
Misc. Needs/Questions:		
<small>*Concert Hall only, as available **Concert Hall or 1st floor classroom only, must give Production Dept. at least 1 month's notice</small>		

Stage Setup

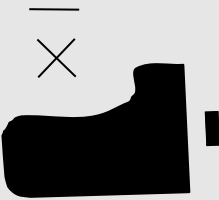
Draw a basic diagram of the stage setup for each piece. Please indicate piano, chairs, stands, page turner chair, additional instruments, **when intermission will be**, etc.

If you need more space, use the back of the page.

X = chair

— = stand

■ = piano bench

EXAMPLE: Audience 	1.	2.
3.	4.	5.