

Recital Production Sheet

Please fill out and return to Stage Manager Connor Barry (cbarry@bu.edu) or to Office **(B07) TWO WEEKS BEFORE YOUR DRESS REHEARSAL**. This ensures that your recital can be adequately staffed and prepared.

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.**

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:			
*Concert Hall only, as available **Concert Hall or 1 st floor classroom only, must give Production Dept. at least 1 month's notice			

Stage Setup

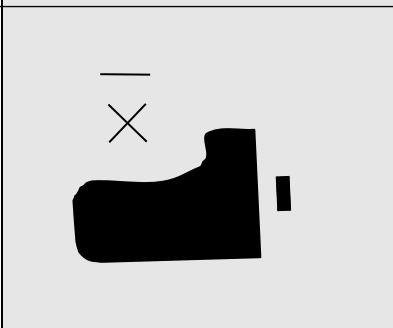
Draw a basic diagram of the stage setup for each piece. Please indicate piano, chairs, stands, page turner chair, additional instruments, **when intermission will be**, etc.

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

X = chair

— = stand

■ = piano bench

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