Bezanson Performance Stage Request Form
(required for all Faculty, Student, & Guest Recitals)

STAGE MANAGEMENT:

1. Chairs and Stands
   a. How many total chairs and at what height? ________________________________
      i. Chair Heights: 18.5 in (Tall) / 17.5 (Medium) / 16in (Short)
   b. How many total stands? ____

2. Piano requirements:
   a. Is a piano needed? YES / NO
   b. If so, which piano? Grannis / Loomis / Both

3. In the space provided please provide the approximate durations of each piece?

4. Will there be an intermission, if so, how long? YES /NO Length: ____

5. If you’re providing your own program you must provide four to the Bezanson Stage Crew the night of the event. You must also provide one to the Music Department’s Main Office no later than the following day.

6. Audio Reinforcement (microphones/speakers):
   a. ☐ YES, I’ll need audio reinforcement: Please explain
      ______________________________________________________________________
      ______________________________________________________________________
   b. ☐ YES, but I’ll provide my own
   c. ☐ NO, I do not need audio reinforcement

*With advance notice Sean Buenaventura can set up a sound system, contact him at seanbueno@gmail.com*

HOUSE MANAGEMENT:
7. What time can house open? _______

8. Late seating: if an audience member arrives late how would you prefer their seating be handled (Check all that apply):
   a. Seat them immediately
   b. Seat them between pieces (during applause)
   c. Seat them between movements

9. Photography: (are any of the following permitted by the audience) (Check all that apply)'
   a. Photography
   b. Photography w/flash
   c. Video/Audio Recording

On the following sheets provide a detailed diagram of the stage for each piece, if the setup is the same for multiple pieces, indicate it on the diagram

Please Return two (2) weeks before your dress rehearsal.

Any other questions or special requests such as lights* please email Sean Buenaventura at seanbueno@gmail.com

Signature of Responsible Party: ________________________________ Date: ____________

Printed Name of Responsible Party: ________________________________ Date: ____________

Email Address: ________________________________________________

*Stage Lighting will be standard washes (full or center), unless specifically asked for.