

# Ball State University - School of Music

## Stage Setup Form

*This form should be submitted to Sursa Hall, MI 107. Late requests will NOT be honored unless approved by the Director of the School of Music. For any recording or advanced sound setup questions, please contact CRS directly at [crs@bsu.edu](mailto:crs@bsu.edu).*

**Questions: email [sursahall@bsu.edu](mailto:sursahall@bsu.edu)**

Performer's name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_





Dress Rehearsal Date/Time \_\_\_\_\_ Performance Date/Time \_\_\_\_\_

Faculty Contact \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Venue (Circle) Sursa Hall Hahn Hall Piano preference? \_\_\_\_\_

Instrumental/Vocal makeup of Ensemble \_\_\_\_\_

Ticketed? YES NO Intermission? YES NO If yes, how long? \_\_\_\_\_

<b>T</b> Tan fabric chair (150) <i>Hahn Hall only</i>	<b>B</b> Black fabric chair (86)	<b>X</b> Stand (80)	 Piano
<b>C</b> Conductor's Platform	<b>S</b> Soloist's Platform	 Stool (4)	<b>C</b> Conductor's Stand (2)
 Cello chair (8)	<b>T</b> 8' table	 Harpichord	<b>celeste</b> celeste
<b>WM</b> Wireless Microphone	<b>M</b> Microphone w/ stand	<b>S</b> Speaker	Items with a dashed box must be requested separately with CRS

The following equipment is only available in Sursa Hall:

- Black fabric chairs
- Front of house console
- Data projector
- Risers - Choral (7)
- Instrumental

*Please contact the backstage Sursa office as soon as possible to discuss the use of instrumental risers*

Use the following spaces to draw diagrams of the necessary stage setup(s)

**SETUP #1** - FOR WHAT? \_\_\_\_\_

NUMBER OF PERFORMERS (INCL. YOU) \_\_\_\_\_

# OF STANDS \_\_\_\_\_ # OF CHAIRS \_\_\_\_\_

PIANO LID POSITION FULL HALF CLOSED

PAGE TURNER CHAIR NEEDED? YES NO

**SETUP #2** - FOR WHAT? \_\_\_\_\_

NUMBER OF PERFORMERS (INCL. YOU) \_\_\_\_\_

# OF STANDS \_\_\_\_\_ # OF CHAIRS \_\_\_\_\_

PIANO LID POSITION FULL HALF CLOSED

PAGE TURNER CHAIR NEEDED? YES NO

**SETUP #3** - FOR WHAT? \_\_\_\_\_

NUMBER OF PERFORMERS (INCL. YOU) \_\_\_\_\_

# OF STANDS \_\_\_\_\_ # OF CHAIRS \_\_\_\_\_

PIANO LID POSITION FULL HALF CLOSED

PAGE TURNER CHAIR NEEDED? YES NO

**SETUP #4** - FOR WHAT? \_\_\_\_\_

NUMBER OF PERFORMERS (INCL. YOU) \_\_\_\_\_

# OF STANDS \_\_\_\_\_ # OF CHAIRS \_\_\_\_\_

PIANO LID POSITION FULL HALF CLOSED

PAGE TURNER CHAIR NEEDED? YES NO

**SETUP #5** - FOR WHAT? \_\_\_\_\_

NUMBER OF PERFORMERS (INCL. YOU) \_\_\_\_\_

# OF STANDS \_\_\_\_\_ # OF CHAIRS \_\_\_\_\_

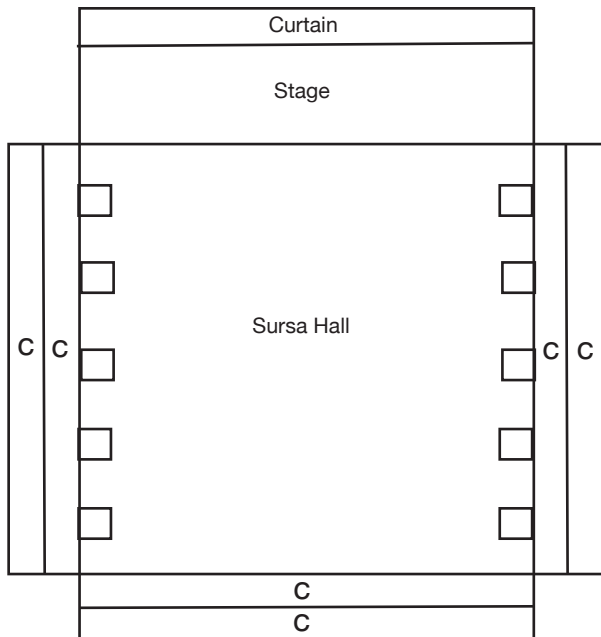
PIANO LID POSITION FULL HALF CLOSED

PAGE TURNER CHAIR NEEDED? YES NO

**Paneling & Curtains (1 Setting)** - Please indicate if curtains should be open or closed and if acoustic panels should be engaged (absorbing) or not engaged (reflective)

Curtains \_\_\_\_\_

Panels \_\_\_\_\_



Curtains \_\_\_\_\_

Panels \_\_\_\_\_

