

**CONCERT EQUIPMENT REQUEST FORM**

EVENT: \_\_\_\_\_ CONTACT: \_\_\_\_\_

EMAIL AND CELL PHONE: \_\_\_\_\_

PERFORMANCE DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ Indicate AM or PM

REHEARSAL DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ Indicate AM or PM

(DO NOT FILL IN UNLESS YOU HAVE ALREADY BEEN ASSIGNED A DRESS REHEARSAL)

PERFORMANCE LOCATION:

PIANOS {	<input type="checkbox"/> LLCH	<input type="checkbox"/> RM. 1145	<input type="checkbox"/> GEIRINGER HALL
	<input type="checkbox"/> 9' HAMBURG*	<input type="checkbox"/> 7' STEINWAY	<input type="checkbox"/> 9' STEINWAY*
	<input type="checkbox"/> 9' BALDWIN	<input type="checkbox"/> 6' BALDWIN	<input type="checkbox"/> 7' STEINWAY
	<input type="checkbox"/> 7'6" KAWAI*	*REQUIRES FACULTY SIGNATURE: SEE PIANO POLICY	

UNCONVENTIONAL USE OF THE PIANOS: SEE NON-TRADITIONAL PIANO USE POLICY & CONTACT PIANO TECHNICIAN

OTHER LOCATION: \_\_\_\_\_

AUTHORIZED SIGNATURE FOR PIANO USE: \_\_\_\_\_

NAME OF PIANIST (PLEASE PRINT): \_\_\_\_\_

OTHER MUSIC DEPT. INSTRUMENTS: \_\_\_\_\_

GENERAL EQUIPMENT:  
(HOW MANY)

	STANDS		ACOUSTIC SHELL	} LLCH ONLY
	CHAIRS		CHORAL RISERS	
	STAND LIGHTS		ORCHESTRA PLATFORMS	
	TABLES			

\*\*PLEASE NOTE - \$80 student recital fee include one tech/recording tech and one usher. Additional techs/ushers will incur additional charges.

AUDIO:

	MICS		SPEAKERS (LLCH)		AV CART
	MIC STANDS		PA		COMP ADAPTER

INTERNET:

	ETHERNET		WIFI		
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STAGE SET-UP:

DIAGRAM EACH PIECE ON THE BACK, NEATLY AND CLEARLY.FOR PUBLICITY CONTACT MARKETING & COMMUNICATIONS MANAGER: [music.ucsb.edu@gmail.com](mailto:music.ucsb.edu@gmail.com)PUBLICITY FORMS AVAILABLE AT: <http://www.music.ucsb.edu/about/forms>

ALL PUBLICITY REQUESTS MUST BE COMPLETED 60 DAYS PRIOR TO EVENT

ADDITIONAL INFORMATION:

RECEPTION       # OF TABLES       OTHER (specify below)

This Section For Tech Staff Use Only

STAFFING:

	STAGE TECHS		RECORDING TECH		USHERS
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TOTAL VENUE USE TIME:

Start: \_\_\_\_\_ End: \_\_\_\_\_