

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:

() LLCH	() RM. 1145	() GEIRINGER HALL
() 9' HAMBURG*	() 7' STEINWAY	() 9' STEINWAY*
() 9' BALDWIN	() 6' MASON & HAMLIN	() 7' STEINWAY
() 7'6" KAWAI**	*REQUIRES KEYBOARD FACULTY SIGNATURE **KAWAI REQUIRES CORWIN CHAIR SIGNATURE	

PIANOS {
SEE PIANO POLICY

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

OTHER LOCATION: _____

AUTHORIZED SIGNATURES - PIANO USE: _____
KEYBOARD FACULTY/DEPT. CHAIR CORWIN CHAIR

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: ahill@music.ucsb.edu

ALL PUBLICITY REQUESTS MUST BE COMPLETED 30 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: _____