

TTU School of Music REQUEST FOR HEMMLE CREW & EQUIPMENT

(Please Print or Type. Return completed form to the Hall Manager NLT one week prior to event)

Today's Date:	Event Date:	Event Start Time: <input type="checkbox"/> AM <input type="checkbox"/> PM <i>*Note: doors open 30 minutes prior to start time</i>
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SECTION 1. ARTIST & EVENT INFORMATION

Name of Artist or Ensemble:

Check one: Solo Recital Lecture Recital Chamber Recital Ensemble Concert Other:

Contact Person:

Phone:

E-mail:

SECTION 2. PROGRAM AND STAGING INFORMATION

One setup for entire program? Yes No **If no, copy Section 2 and fill out for each piece –or– provide clear written detail in Section 4.*

Name of Piece and/or Composer (if copying for multiple setups):

Piano(s): Steinway Fazioli Both N/A **Fazioli requires special permission. If checked, Hall Manager will confirm authorization.*

If using piano, is a page-turner chair needed? Yes No **Page-turners are **not** provided by Hemmle Crew*

Piano Lid Position: Full stick Half stick ¼ stick (Fazioli only) Closed

Number of Music Stands: N/A

**For Ensembles: Conductor's Stand?* Yes No

Row 1:

Row 2:

Row 3:

Row 4:

Percussion:

Number of Chairs (not including page-turner): N/A

**For Ensembles: Conductor's Podium?* Yes No

Row 1:

Row 2:

Row 3:

Row 4:

Percussion:

Special Equipment Needs: N/A Harpsichord Celeste Sound Reinforcement (*please fill out Section 3*)

Jazz Risers (*How many?*) Choral Risers (*How many?*) **Please note that Hemmle Crew is currently not responsible for moving risers.*

Light Setting: (*Please test light settings **before** submitting this form to ensure it is what you want; the Hall Manager can assist you if needed.*)

Concert 1 (full stage, no house)

Concert 2 (full stage, ½ house)

Concert 3 (full stage, full house)

Concert 4 (full stage, full loft, no house)

Recital 1 (small area center-stage—for soloist, no house)

Recital 2 (small area center-stage—for small chamber group, no house)

Recital 3 (piano setting: small area slightly upstage, no house)

Full Loft (full loft, no stage, no house)

Organ CTR (center loft, no stage, no house)

SR Lofts (SR loft, no stage, no house)

SL Lofts (SL loft, no stage, no house)

Curtain Setting: All up All down ¾ down ½ down ¼ down Other:

Please illustrate your set-up in the box below. Use an 'X' for chairs and an underscore (_) for stands. Be as clear as possible.



audience

SECTION 3. SOUND REINFORCEMENT NEEDS

If no sound reinforcement is needed, it is not necessary to complete this section.

Microphones: N/A Shure PG58 Wireless Handheld Shure SM58 vocal mic (wired) Both

Please specify what each microphone will be used for (i.e. speaking, singing, instrument):

Monitors: N/A 1 Monitor 2 Monitors

iPod/iPhone Connection: Yes No

Non-Hemmler Sound Equipment Required:

Please list any additional sound equipment NOT in Hemmler Recital Hall that will be brought in and used. Please note that Hemmler Crew is not a professionally trained sound crew. Complex sound setups may require a contracted sound technician.

***Is this event being recorded by the TTU SOM Recording Studio?** Yes No

SECTION 4. ADDITIONAL NOTES

Please include any detailed notes below, including other Non-Hemmler equipment to be used (projectors, super/subtitle screens, etc.) and anything not addressed on this form: