

# TTU School of Music

## REQUEST FOR HEMMLE CREW

Return this form to [tiffany.holmes@ttu.edu](mailto:tiffany.holmes@ttu.edu)  
 Requests for sound reinforcement should be sent to [tturecordingstudio@gmail.com](mailto:tturecordingstudio@gmail.com)

<b>Event Name:</b>	<b>Event Date:</b>	<b>Event Start Time:</b>
<b>Contact Person:</b>	<b>Phone:</b>	<b>E-mail:</b>

**CURTAINS:** ☐ ALL UP   ☐ ALL DOWN   ☐ ½ DOWN   ☐ OTHER:

☐ Check here if there are no stage changes during this event.  
 If there are stage changes, please copy this form & complete the sections below for each piece.

**PIECE NAME:**

Piano(s): ☐ N/A   ☐ Steinway   ☐ Fazioli   ☐ Both      Page-turner chair? ☐ Yes   ☐ No

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

Lights: ☐ Concert; no house   ☐ Concert; ½ house   ☐ Recital   ☐ Other (discuss with hall manager)

Notes:

DRAW THE STAGE SETUP IN THE SPACE BELOW. BE AS CLEAR & COMPLETE AS POSSIBLE.

Chairs = O	Stands = X	Other = please label below
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ADDITIONAL NOTES CAN BE MADE ON THE BACK OF THIS FORM