### TTU School of Music

**REQUEST FOR HEMMLE CREW**

Return this form to [music.schedule@ttu.edu](mailto:music.schedule@ttu.edu)

Requests for sound reinforcement should be sent to [tturecordingstudio@gmail.com](mailto:tturecordingstudio@gmail.com)

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>Event Date:</th>
<th>Event Start Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person:</th>
<th>Phone:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CURTAINS:**
- [ ] ALL UP
- [ ] ALL DOWN
- [ ] ½ DOWN
- [ ] ¼ DOWN

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.**

<table>
<thead>
<tr>
<th>Chairs = O</th>
<th>Stands = X</th>
<th>Other = please label below</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>