

**UNIVERSITY OF TENNESSEE  
SCHOOL OF MUSIC  
RECITAL/CONCERT STAGE SET-UP REQUIREMENTS**

*Return this form to the auditorium manager, Chris Jerger (101E NHMC, cjerger@utk.edu)  
no later than two (2) weeks prior to the date of the recital.*

*Student recital performers must obtain their own personnel to usher and distribute programs.  
Programs are placed in the Major Professor's mailbox in the Music office.*

*CD's of your performance will be available from the auditorium manager 3-5 days after your  
performance.*

Name: \_\_\_\_\_

Instrument/Voice range: \_\_\_\_\_

Performance date: \_\_\_\_\_

Performance time: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Classification of recital:

<input type="checkbox"/> Junior	<input type="checkbox"/> Faculty
<input type="checkbox"/> Senior	<input type="checkbox"/> Guest
<input type="checkbox"/> Graduate	<input type="checkbox"/> Ensemble
<input type="checkbox"/> Other	_____

Choose one of the following:

I **require** stage assistance during the performance to move equipment.

I **decline** services to move equipment during my performance.

Indicate all equipment needs:

<input type="checkbox"/> Piano	Number: _____
<input type="checkbox"/> Harpsichord	
<input type="checkbox"/> Music Stands	Number: _____
<input type="checkbox"/> Chairs	Number: _____
<input type="checkbox"/> Podium	

Special Lighting requirements:

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Special Sound requirements: (monitors, mics, etc)

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*Note: Special sound and lighting requirements must be discussed in advance with the Auditorium Coordinator. (Chris Jerger, 974-5110)*

*In the space below, please draw a diagram of the stage set-up you need. Include the position of the piano, chairs, music stands, and any other equipment requested.*