EVENT TITLE: ___________________________ DATE: ___________________________
TIME: __________________ DURATION: __________________

NAME: __________________ EMAIL: __________________

FACULTY SPONSOR: ________________ EMAIL: __________________

General Stage Set-up
- Number of chairs in largest set up - __________
- Number of stands in largest set up - __________
- Sound shells - __________ Y N
  (Set-up options: standard, sideways, floor)
- Piano (You are expected to provide your own page turner) - Y N
- Projector and screen - __________ Y N

Sound Reinforcement
- Talking Mic - __________ Y N
- Additional Microphones - __________ Y N
  o ________________________________
- Monitors - __________ Y N

Recording
Audio and video will be recorded for all events, and will be shared with the music library.
- Would you like the files to be shared with you via email? - - - Y N

Lighting
- Describe any preferred colors or lighting moods.
  ________________________________________________________________

Miscellaneous
- Will there be an encore? - __________ Y N
- Will C100 be used for rehearsal/warm-up/storage? - __________ Y N
- Service Table - __________ Y N
  o ________________________________

Are there any other specific requests? ________________________________________________________________

________________________________

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Please indicate any set changes during the concert on diagrams, and mark stands as “_” and chairs as “x”