

Event Information

Please submit via email to musicevents@udel.edu at least ***3 weeks prior*** to your event date.

Performer/Ensemble Name:

Performance Date:

Venue:

Start Time:

Intermission? Y N Length:

Length of First Half:

Length of Second Half:

Event Contact Name:

Event Contact Phone:

Event Contact Email:

Performers may warm up onstage beginning one hour prior to start time until doors open for the performance 20 minutes before the scheduled start time.

Per School of Music policy, Event Staff does not provide support for dress rehearsals. Exceptions may be made for particularly complicated programs or those with complex technological needs. If you believe you require staff support, please provide further information below. If support is granted, the appropriate staff member will reach out to confirm.

Dress Rehearsal Date/Time:

Dress Rehearsal Venue:

Please detail the support you require:

Equipment & Technology

EQUIPMENT NEEDS

- _____ Chairs
- _____ Stands
- _____ Piano:
 - _____ Closed
 - _____ Short Stick
 - _____ Tall Stick
- _____ Choral Risers
- _____ Acoustical Shells
- _____ Harpsichord
- _____ Celeste
- Other (Please Specify):

TECHNOLOGY NEEDS (fees apply)

- _____ Vocal Microphones
- _____ Instrumental Microphones
- Bose System (onstage speakers): Y N
- Live Electronics (loops, pedals, etc.): Y N
- Audio Playback: Y N
- CD/DVD Playback: Y N
- Video / Image Projection, no Audio: Y N
- Video / Image Projection with Audio: Y N
- Other (Please Specify):

By signing below, you agree that you have read, understand, and will abide by all School of Music Event and Venue policies.

Faculty Signature

Date

Stage Diagrams

Please use this page to draw out all stage settings for your performance. Make copies as needed Note: the piano in Gore Recital Hall should be moved as little as possible to maintain the quality of the instrument

<p>SR</p> <p style="text-align: right;">SL</p> <p style="text-align: center;">Audience</p>
<p>Notes:</p>
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