**Ball State University - School of Music**

**Stage Setup Form**

This form should be submitted to Sursa Hall, MI 107. Late requests will NOT be honored unless approved by the Director of the School of Music. For any recording or advanced sound setup questions, please contact CRS directly at crs@bsu.edu.

Questions: email sursahall@bsu.edu

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Performer’s name __________________ Phone __________________ Email __________________

Dress Rehearsal Date/Time ___________ Performance Date/Time ___________

Faculty Contact __________________ Phone __________________ Email __________________

Venue (Circle)  Sursa Hall  Hahn Hall  Piano preference? __________________

Instrumental/Vocal makeup of Ensemble __________________

Ticketed?  YES  NO  Intermission?  YES  NO  If yes, how long? ___________

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The following equipment is only available in Sursa Hall:

- Black fabric chairs
- Front of house console
- Data projector
- Risers - Choral (7)
  - Instrumental

Please contact the backstage Sursa office as soon as possible to discuss the use of instrumental risers.

Use the following spaces to draw diagrams of the necessary stage setup(s)

**SETUP #1** - FOR WHAT? ________________

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NUMBER OF PERFORMERS (INCL. YOU) ________

# OF STANDS _______  # OF CHAIRS _______

PIANO LID POSITION  FULL  HALF  CLOSED

PAGE TURNER CHAIR NEEDED?  YES  NO

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**SETUP #2** - FOR WHAT? ________________

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NUMBER OF PERFORMERS (INCL. YOU) ________

# OF STANDS _______  # OF CHAIRS _______

PIANO LID POSITION  FULL  HALF  CLOSED

PAGE TURNER CHAIR NEEDED?  YES  NO
Paneling & Curtains (1 Setting) - Please indicate if curtains should be open or closed and if acoustic panels should be engaged (absorbing) or not engaged (reflective)

- Setup #3
  - For what?
  - Number of performers (incl. you): __________
  - # of stands: _______  # of chairs: _______
  - Piano lid position: full  half  closed
  - Page turner chair needed?: yes  no

- Setup #4
  - For what?
  - Number of performers (incl. you): __________
  - # of stands: _______  # of chairs: _______
  - Piano lid position: full  half  closed
  - Page turner chair needed?: yes  no

- Setup #5
  - For what?
  - Number of performers (incl. you): __________
  - # of stands: _______  # of chairs: _______
  - Piano lid position: full  half  closed
  - Page turner chair needed?: yes  no

Curtains: ____________________
Panels: ____________________

Curtain Stage

Sursa Hall

C C C C C

Curtain Stage

Hahn Hall

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