

### General Information

Student recitals in Schuster Hall will be provided a recording booth tech and a stage hand. All ensemble performances **EXCEPT** studio recitals will be provided a recording booth tech. Studio recitals can request a recording booth tech to work the recital (email Jamie). The performers/directors are responsible for retrieving their programs from the main music office and any extra people needed during the performance.

### Leading up to the Performance

Please print and fill out the information sheet. Drop it off in the folder outside of office 210A. If you checked that you want the recordings, please also attach a flash drive with your name on it. If you have any questions before the day of your performance, please contact Jamie.

### Day of Performance

The recording booth tech will be in the hall or up in the booth 40 minutes before or sooner. To prevent lobby traffic, the house doors will be opened 30 minutes prior to the performance. Please plan accordingly as far as on stage warm-up and tuning. The welcome message will play at the time you write on the information sheet. For large ensembles, it will be assumed that the order for the start of the concert is tuning note, welcome message, start concert. If that is NOT the order you would like, please indicate the order of events in the special requests section. After the welcome message, the stage lights will come on and the performance will start. If there is an intermission, the director or stage hand will indicate when they are ready to start back up by speaking into the walkie-talkie back stage. Once the recording booth tech gets the go ahead, they will set the lights, and respond back to go. After the performance, please pick up any trash or items that you brought into the hall. The recording booth tech will lock up the hall.

# Schuster Hall Performance Information Sheet

Name/Ensemble \_\_\_\_\_

Applied Instructor \_\_\_\_\_

Performance Date and Time \_\_\_\_\_ Email \_\_\_\_\_

What time would you like to start? \_\_\_\_\_

Do you have an intermission? Yes \_\_\_ No\_\_\_

If you do have an intermission, how long would you like it to last? \_\_\_\_\_

Would you like us to send you the recordings of the performance? Yes \_\_\_ No\_\_\_

Do you have any special requests? Certain lighting on pieces (house lights, blue lights, dimmed lights, etc.), a cordless mic, the lectern, etc.

---

---

---

---

---

---

---

---

Emails: **Jamie Mandelson** [mandelson.2@wright.edu](mailto:mandelson.2@wright.edu) **Emily Au** [aukalei@icloud.com](mailto:aukalei@icloud.com)