# Performance Facilities
## Event Reservation & Technical Worksheet

### Event Details
- **Event Date:**
- **Location:**
- **Estimated Attendance:**
- **Event Load-in/Call Time:**
- **Event Start “Curtain” Time:**
- **Event End Time:**
- **Rehearsal Date(s) & Time(s):**
- **Intermission (circle 1):** None
- **Detailed Event Description:**
- **Producer/(Faculty) Sponsor:**
- **Phone (1):**
- **Phone (2):**
- **Artist/Contact Person:**
- **Phone (1):**
- **Phone (2):**
- **Billing Address:**
  - **City:**
  - **State:**
  - **Zip Code:**
  - **E-mail:**

### Staging Requests
- **Piano:** Yes No
- **Piano Music Desk/Rack:** Yes No
  - **For Faculty, Graduate, Guest or Piano Performance Recitals ONLY, please list piano preference:**
  - **Lid position:** Full Stick Half Stick “Block” Closed Other
  - **Tuning:** Requesting client is responsible for making contact with the WSU Piano Technician at 978-6167.
- **Harpsichord:** Yes No
- **Organ (Wiedemann Only):** Yes No If Yes, requesting client must contact the WSU Organ Faculty at 978-6218.
- **Will there be a page turner:** Yes No
- **Music Stand(s):** Yes No Number requested:
- **Stage Chair(s):** Yes No Number requested:
- **Stage Table(s):** Yes No Number & type requested:
- **Choral Risers:** Yes No Number requested:
- **Orchestral Concert Shell (Miller Only):** Yes No
- **Stage Platforms:** Yes No Please describe request:
- **Conductors Podium:** Yes No
- **Lectern:** Yes No

### Technical Requests
- **Electrical power needed on stage:** Yes No
  - **How many connections:**
- **Please describe any stage lighting requests (This does not apply to student recitals):**
- **Please describe any sound reinforcement requests:**
- **Is this event requested for audio recording:** Yes No
  - **If Yes, total length of music:**
  - **Number of CD’s requested:**
  - **Please note, a copy of a Graduate Degree Recital recording must be filed with the Graduate School.**
- **Will there be video recording:** Yes No
  - **Please note, for an audio feed the camera must be placed in a designated area.**
- **Please describe any special video/projection requests:**
  - **Arrangements for video/projection may be made with WSU Media Resources Center at 978-3575.**

### Other Requests
- **Lobby Chair(s):** Yes No Number Requested:
- **Lobby Table(s):** Yes No Number requested:
- **Reception:** Yes No Location:
- **Ticket Sales:** Requesting client must make arrangements with the WSU College of Fine Arts Box Office Manager at 978-3208.*
  - **NOTE:** WSU Ensemble Concerts, Faculty and Guest Recitals are ticketed events unless prior written approval is received from the School of Music Chair.
- **Please list any other requests or details regarding your event:**

*Please complete setup diagrams on the back of this form.*
Setup Diagrams
Please indicate all setup diagrams as clearly as possible. Please complete a separate diagram for each different setup. Please keep in mind fewer changes may be beneficial to the performance.

Setup 1:

Drawn by:_______ Revised by:_______

Setup 2:

Drawn by:_______ Revised by:_______

Setup 3:

Drawn by:_______ Revised by:_______

Setup 4:

Drawn by:_______ Revised by:_______

Setup 5:

Drawn by:_______ Revised by:_______

Setup 6:

Drawn by:_______ Revised by:_______

- chair   - harpsichord   - lectern   - microphone   - monitor   - piano   - stand